

William B. Ogden Free Library
PATRON CODE OF CONDUCT

Summary:

To maintain a welcoming environment for all, the William B. Ogden Free Library (WBOFL) expects all library users to:

- Respect each other, library staff, and library property
- Do their part to contribute to a peaceful library experience
- Follow direction from library staff members
- Follow the library code of conduct, as well as village, town, county, state, and federal laws

In Detail:

In order to ensure constructive use of library facilities, materials, and services, as well as the personal comfort of all patrons and staff, the Board of Trustees has established a code of conduct for all library users. When a patron's health or safety is in doubt, or they exhibit behavior that is harmful to themselves or others, library staff will contact law enforcement to assist the patron. A staff member will supervise the patron until law enforcement arrives.

The following activities are not allowed at the WBOFL. These apply both inside the library building, as well as on library grounds, sidewalks, and parking areas.

Section I: Disruptive or unsafe behavior

- Failing to follow the direction of a staff member.
- Creating a disturbance in any manner that interferes with people's ability to use the library or staff's ability to do their job.
- Speaking in an abusive, threatening, or harassing manner to other library users or to staff. Using profane language.
- Making threatening gestures, including prolonged staring at an individual or displaying a weapon, unwanted touching, or any behavior that could constitute assault.
- Speaking loudly, including on cell phones, or listening to music or video without headphones. Cell phone ringers should be set on silent. Sound from headphones must be inaudible to others.
- Sleeping at the public computers, at library tables, on library furniture, or on the floor. Any sleeping that is more than a brief nodding off.
- Eating anywhere other than designated areas. Beverages are allowed in cups with a lid or a cap. No food or drink is allowed while using library technology.
- Not being fully clothed including shirts and shoes.
- Allowing children under the age of ten (10) to use the library unattended.

Section II: Inappropriate or unsafe uses of space

William B. Ogden Free Library
PATRON CODE OF CONDUCT

- Blocking aisles, pathways or entrances, or otherwise preventing access to areas of the library.
- Running cables or cords across walkways, or adding power strips or extension cords to an outlet.
- Bringing amounts of personal belongings into the library beyond what fits under a chair or leaving belongings unattended.
- Displaying alcohol, marijuana, or weapons.
- Bringing an animal into the library except those defined by the library's Animals in the Library Policy.
- Using restrooms for bathing or shaving.
- Riding on skateboards, scooters, or skates inside or on library grounds, or bringing bicycles inside.
- Failing to follow the Internet & Computer Use Policy.
- Failing to follow the Meeting Space Policy.

Section III: Illegal Activities

- Viewing child pornography or exposing a child to any pornography.
- Sexual misconduct, such as indecent exposure, touching, or harassing patrons or staff. Sexual acts of any type are not permitted.
- Smoking cigarette, cigar, pipe, or any other electronic smoking device except in outdoor spaces allowed by law, consuming alcohol or marijuana inside the library or on library grounds, possessing illegal drugs, or being intoxicated or under the influence of drugs.
- Tampering with or stealing library materials, software, equipment, or property.
- Soliciting, distributing or selling materials, or panhandling inside the library, except where permitted by policy.

Consequences:

Engaging in any of the above behaviors may result in one or more of the following consequences, depending on the severity of the violation. In some instances, library staff may need to call law enforcement to deal with a situation.

- Initial verbal warning
- Given a copy of the Patron Code of Conduct policy
- Direction to leave the library immediately and not to return for the rest of the day
- Library privileges suspended for seven days
- Library privileges suspended for thirty days
- Library privileges suspended for up to one year

William B. Ogden Free Library
PATRON CODE OF CONDUCT

In any instance requiring the suspension of library privileges and/or the calling of law enforcement, staff is required to fill out an Incident Report. Attempts will be made to notify parents/caregivers in suspensions involving minors.

Appeal of Suspension:

Patrons who are suspended from the library for a period exceeding one week may petition to have their suspension reviewed by the Director and the administration committee of the Board of Trustees.

To request a review of suspension:

- The patron will write a statement including the reason for requesting an appeal.
- The patron will sign, date, provide contact information, and deliver to the Director.
- The suspension will remain in effect during the appeal process.
- The written appeal will be reviewed by the Director and the administration committee of the Board of Trustees within one week of receiving the appeal of suspension.
- The patron will be notified in writing of the administration committee decision.
- The administration committee's decision is final.

Adopted March 2016
Revised November 2019
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