

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 including failure to comply with evacuation procedures, emergency directives, or safety instructions issued by library staff, emergency personnel, or law enforcement.
- 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.
- Following, repeatedly approaching, photographing, or recording, patrons or staff without consent.
- 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.
- Using the library or its grounds as a place for overnight lodging or for storing personal belongings.

William B. Ogden Free Library
PATRON CODE OF CONDUCT

- Personal hygiene or unsanitary conditions that create an offensive odor or interfere with others' use of the library including a strong odor of marijuana and other substances.
- 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

- 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, shaving or purposes other than their intended use.
- 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: Prohibited and/or 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; consuming alcohol or marijuana inside the library or on library grounds, possessing illegal drugs, drug paraphernalia, or being intoxicated or under the influence of drugs.
- Tampering with, defacing, damaging, destroying, or stealing library property, furnishings, equipment, grounds, 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. Consequences may be imposed

William B. Ogden Free Library
PATRON CODE OF CONDUCT

immediately and need not follow the order listed below when circumstances warrant, including situations involving threats, violence, illegal activity, or repeated violations.

- 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

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.

Entering or remaining on library property during a period of suspension or after being directed to leave by library staff is prohibited.

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 administrative 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 mail to
William B. Ogden Free Library
P.O. Box 298
Walton, NY 13856
ATTN: Library Director
- The suspension will remain in effect during the appeal process.
- The written appeal will be reviewed by the Director and the administrative committee of the Board of Trustees within one week of receiving the appeal of suspension.
- The patron will be notified in writing of the administrative committee decision.
- The administrative committee's decision is final.

Adopted March 2016
Revised November 2019
Reviewed & Revised: August 2023
Reviewed & Revised: July 2026