

## **Introduction**

The South New Berlin Library welcomes everyone to use Library facilities and resources for learning, reading, studying, writing, and obtaining information. The following Standards of Behavior have been instituted for library patrons and staff to operate in a clean, pleasant, and safe environment.

## **Prohibited Behavior**

1. Disturbing the peace including loud conversations or any behaviors that willfully disrupts the orderly operation of the library.
2. Disruptive use of cell phones. Placing phones to vibrate/silent mode is recommended.
3. Eating and drinking around computers.
4. Bare feet. Shoes or sandals are required.
5. Destroying, defacing, or illegally removing Library materials or property.
6. Unauthorized filming, selling, panhandling, or soliciting is prohibited. This includes unauthorized filming/recording of patrons, staff, Board officers, and Trustees prior to an official meeting being called to order or following the adjournment of an official meeting. This is supported by NY Penal Law §§ 250.00, 250.05 and Federal law (18 U.S.C. § 2511) and this covers one party consent and the Committee on Open Government's recommendation.
7. Bringing pets, except legally designated service dogs, into the library or leaving them unattended on library grounds. Proof of authorized service dogs may be required.

## **Violation Consequences**

The first occurrence will be a verbal warning. The second occurrence will result in a written notification and the person will be banned indefinitely from the South New Berlin Library.

If Offense #5 is excessive, the Director and/or The Board may decide to Ban the individual after one occurrence.

## **Personal Belongings**

In addition, patrons should be watchful of personal possessions. The library is not responsible for lost, damaged, stolen personal possessions. Unattended belongings will be held for one week and may be picked up and stored by the library.

**Code of Conduct Violation Documentation**

\_\_\_\_\_, you were verbally warned on \_\_\_\_\_ for the following violation of our Standards of Behavior Policy.

Your offense was Offense # \_\_\_\_\_. That was your first warning.

As of this date, \_\_\_\_\_, you have been found to have violated our policy yet a second time. Offense # \_\_\_\_\_. As per our policy, we have rescinded your rights to use the South New Berlin Free Library indefinitely and this includes the privilege of entering the building.

Documentation of this action will be held on file and after one year the Board reserves the right to reconsider reinstating privileges at their discretion.

\_\_\_\_\_  
Date

\_\_\_\_\_  
South New Berlin Library Director &/or

\_\_\_\_\_  
South New Berlin Library Board Trustee

\_\_\_\_\_ Copy given to Patron

\_\_\_\_\_ Copy to file