

## OSSINING PUBLIC LIBRARY

### CODE OF CONDUCT

Welcome to the Ossining Public Library! The library strives to provide a safe, comfortable, pleasant, and clean environment for the community. We want everyone to enjoy the library and to have a productive experience. To do so requires everyone's cooperation. Therefore, everyone can help by following the rules listed:

Be considerate of other library users and library staff:

- Public health codes must be observed.
- Appropriate attire to a public building, including footwear, must be worn on library property.
- Food must be limited to the café area, except at library-sponsored programs and in meeting rooms in accordance with the Meeting Room Use policy.
- Drinks in closed containers are allowed throughout the building except at computer terminals.
- Patrons must keep noise to an appropriate level so that it does not interfere with the library's mission and other patrons' use.
- Only service animals or animals used in library programs are permitted in the building.
- Patrons whose odor impairs the ability of other users to use the library may be required to leave the building.
- Patrons may not loiter in entrances, doorways or steps.
- Patrons must leave the library at designated closing times.
- Library staff is not responsible for locating, paging or delivering messages to library users.
- Patrons must abide by all library policies.

For everyone's safety:

- Running is not allowed on library property.
- Skates, rollerblades, Heelys, scooters (unless medically necessary), skateboards, etc. may not be used on library property.
- Bicycles must be parked in the bike rack outside the front entrance. You must provide your own lock.
- Personal property may not obstruct aisles, walkways or seating.
- The library is not responsible for the care of unattended children. Children under the age of 10 must be in the company of a person at least 14-years-old at all times. Those who accompany children are responsible for their behavior.
- Patrons are not allowed behind public service desks, in library offices or in any staff area without prior authorization.

Prohibited conduct includes, but is not limited to:

- Illegal behavior of any kind
- Carrying firearms or other weapons, except those carried by law enforcement officers while on duty.
- Disorderly conduct, which may include:
  - Brawling or fighting

- Language or behavior that is offensive, abusive, or obscene
- Boisterous, inappropriate, or disruptive behavior
- Cursing
- Harassment
- Any form of sexual misconduct, including but not limited to, exposure, offensive touching or sexual harassment of other patrons or staff.
- Behavior that threatens others.
- Possession of illegal drugs or alcohol on library property.
- Being under the influence of illegal drugs or alcohol while on library property
- Use of tobacco products in the building and adjacent library property.
- Vandalism, destruction or tampering of library property or the property of other patrons.
- Removal or attempting removal of library materials or property from the building without authorization.
- Failure to adhere to copyright laws.
- Sleeping, eating, or lounging on library furniture.
- Disturbing other patrons' use of the library.
- Speaking on cell phones or walkie-talkies, except in designated areas.
- Soliciting, distributing materials, petitioning or selling on library property, except as authorized by library policy.

The Ossining Public Library:

- Is not responsible for any personal property. Personal items left in the library may be discarded.
- May inspect all backpacks, book bags, satchels and briefcases, or require the production of identification for security of the library and its patrons.
- May limit the number of persons who can sit together to ensure the use and enjoyment of the library by its patrons.
- May impose time limits on the use of library resources, including reference materials, computer equipment, public telephones and study rooms.

This policy applies to conduct with respect to all library property, including all library buildings and grounds. Any patron failing to comply with this policy or other library policy, rule or regulation may be required to leave the library property and/or be denied the privilege of access to the library's materials and resources. Violations of library policies may result in civil or criminal consequences, as appropriate.

We thank you in advance for adhering to the Ossining Public Library's policies. Your cooperation will allow all patrons to enjoy and benefit from using the library's resources.

Adopted May 19, 2008 by the Ossining Public Library Board of Trustees.  
Approved by the Board of Trustees as a Second Reading: January 27, 2014.