

PLAINEDGE PUBLIC LIBRARY

POLICY CONCERNING PROPER CONDUCT IN THE LIBRARY

Adopted by The Board of Trustees, December 12, 1991, Revised December 28, 1993, Revised January 21, 2004, Amended December 20, 2021,
Amended December 19, 2022

STATEMENT of PURPOSE

The Board of Trustees of the Plainedge Public Library recognizes that the users of the Library have a right to assume that visits to the facilities will be free from harassment, free from physical discomfort and danger. The Library staff members have the same rights as patrons of the Library. It shall therefore be the policy of the Board of Trustees of the Plainedge Public Library to maintain in its facility a quiet and pleasant environment conducive to serious study as well as to casual use.

To assure the successful implementation of this policy, the Board of Trustees of the Plainedge Public Library exercises its authority as outlined in N.Y. State Education Law 262 and declares to all Library Patrons that it considers the following to be unacceptable behavior on Library premises and accordingly may result in the loss of Library privileges.

1. Any loud conversation, distracting sounds, or noises that annoy or inconvenience staff members or Library patrons.
2. Any obscene or abusive language or gesture that is directed at other patrons or Library staff members.
3. Use of any electronic equipment or cell phones, in any manner, so that sound is transmitted to other patrons.
4. Blocking or anyway interfering with the free movement of any person or persons within the Library.
5. Following staff or patrons around the building.
6. Deliberately disrupting Library functions, programs or special events.
7. Engaging in any disorderly conduct as defined by law, committing a nuisance, or unreasonably disturbing Library users and staff.
8. Soliciting or selling of any kind, campaigning, canvassing or poll taking for any reason in the building or grounds of the Library without the prior approval of the Library Director.
9. Use of Library telephones by any person other than Library personnel unless approved.
10. Consumption of unauthorized alcoholic beverages or drugs.
11. Rearranging or relocating any Library furniture, books, or equipment from one location to another.
12. Bringing animals other than service animals into the Library unless as part of an approved activity or event.

13. Removal of any Library property from the building or grounds without authorization through established lending procedures.
14. Bringing weapons of any type onto Library premises.
15. Smoking and vaping are prohibited in all areas, as is generating an open flame on Library premises.
16. Willful destruction or damage to any Library property.
17. Entering the Library without shoes, shirt.
18. Bringing bicycles, skateboards, skates, etc. into the Library.
19. Using Library restrooms for unconventional purposes such as bathing, shampooing or doing laundry. (Use of restrooms is limited to one patron per restroom at one time with the exception of parents or guardians accompanying small children.)

REQUESTS to LEAVE

1. When prohibited behavior is observed by a Library staff member, the Library employee will immediately inform the Library Director. If the Library Director is unavailable, the Reference Librarian on duty will be notified of the situation.
2. The employee of the Library, along with the Library Director or Reference Librarian, will quietly and calmly advise the patron that the particular conduct has been observed. The patron will calmly be informed of the Library's policy on proper conduct.
3. If the disruptive behavior continues after the first approach and warning, the staff member should use discretion in issuing a second warning or firmly asking the patron to leave the Library.
4. If the disruptive patron does not leave the Library, the staff member should summon the police.
5. If a disruptive patron appears to be violent, or dangerous in any way, the staff member shall notify the police immediately but not approach the person.
6. When the police arrive, the staff members involved must be present to answer all questions and apprise the police of the situation.
7. A staff member involved in any incident, whether or not the police were notified, must file an Incident Report with the Director's office as soon as possible.

SUSPENSION of LIBRARY PRIVILEGES

1. In addition to all of the foregoing summary remedies against any person or persons in violation of law and/or the Library's rules for proper conduct, the Library Director may at his/her sole discretion, suspend the privilege of the disruptive patron to enter upon the premises of the Library or to participate in official Library activities and functions. The patron will be notified in writing of the suspension of his/her privileges, and will be provided with details concerning the reasons for the suspension and the procedure for appealing such suspension. Such suspension shall not exceed two years.

2. A patron may appeal a suspension of Library privileges to the Board of Trustees. Request for an appeal must be made in writing within thirty (30) days of the date of the letter notifying a patron of his/her suspension.

3. An appeal hearing will be conducted within thirty (30) days of the request, before an impartial hearing officer appointed by the Board of Trustees. The patron will be informed in writing of the time and place and the name of the hearing officer. A transcript will be made of the hearing and all witnesses will be sworn and subject to cross-examination.

4. The patron will be notified in writing of the decision of the hearing officer within ten (10) working days after the Library's receipt of the hearing officer's decision.