

*PATRON CODE OF CONDUCT  
POLICY*

Policy Adopted: 02.06.13  
Review Date: 2016

To allow all patrons of Liverpool Public Library to use its facilities and programs to the fullest extent, the Board of Trustees has adopted the following rules and regulations.

Rules of conduct apply to both patron conduct with other patrons and patron conduct with staff members. The rules apply whether the patron is interacting with the library in person, on the telephone, via email, via chat, or in any other capacity.

1. Patrons shall respect the rights of other patrons at all times.
2. Patrons shall not disturb others by engaging in disruptive activity.
3. Patrons shall not use offensive or abusive language or engage in offensive or abusive behavior. Patrons shall not touch staff or others in an inappropriate, unwelcome manner.
4. Patrons shall not harass others by staring at another person with the intent to annoy that person or by following another person about the building with the intent to annoy that person.
5. Patrons shall not disturb others by playing audio equipment so that others can hear it, by singing or talking loudly to others or in monologues. Cell phone use is allowed as long as its use is not loud or disruptive to others. Phones should be set on vibrate rather than ringtone.
6. Patrons shall not smoke or use tobacco, tobacco products, or e-cigarettes on any library property or facility.
7. Patrons may consume food or beverages in designated areas. The library reserves the right to curtail this privilege if it's not in the best interest of the library.
8. Patrons shall not be under the influence of alcohol or illegal substances.
9. Carrying weapons of any type is prohibited.
10. Patrons shall not engage in any illegal activity on library premises.
11. Patrons shall not interfere with the use of the library by other patrons or interfere with library employees' performance of their duties.
12. Patrons shall not deface or mar library materials including books, magazines, newspapers, CD's, videos, DVD's and DVD security cases or other items of the library collection; nor shall patrons deface, mar or in any way destroy or damage library furnishings, walls, equipment or other library property. Patrons shall not attempt to break out of security or regulatory systems on library computers and networks.
13. Patrons using any computers in the library including their own computers must comply with the library's Internet Public Use Policy. In part it says, "The use of the Internet for activities that violate local, state, or federal laws is prohibited, including those regarding accessing, viewing, printing, and distributing obscenity, child pornography, and materials harmful to minors. The library will

cooperate with authorities to enforce these and other statutes."

14. Patrons using public access computers must quit the Web browser, close open applications, and remove all personal property before moving away from the computer.

15. Due to the highly visible nature of most of the computer screens in the library, patrons may not have on the screen graphic pornography that is inappropriate for a public and open environment. Images prohibited under New York State Penal Law 245.10 - 245.11. 263.11. and 263.16 may not be on public display.

16. Due to the highly visible nature of all the computer screens in the Children's Room, children using computers in the Children's Room may not have on the screen pictures that are inappropriate for the environment of the Children's Room.

17. Young children under eight years old, or anyone whose behavior requires supervision, are the responsibility of their parents or caregivers and may not be left unattended in the library or on the premises.

18. Patrons shall not rearrange or disarrange library furnishings or materials. Patrons shall not unplug power cords or networking cables or other pieces of library equipment. Patrons shall not tamper with library hardware or software. Patrons shall not connect personal equipment to the Library's network or power service except through network ports, power outlets, or wireless access points designated for patron use.

19. For reasons of safety and hygiene, patrons must wear shoes or equivalent foot covering, shirts, and pants while in the building and on the premises.

20. Patrons shall not compromise the health and safety of other patrons and staff.

21. Patrons shall not bring animals into the building, except those specifically required for persons with disabilities. Animals that are used in a library program, or co-sponsored, are allowed with prior permission of the Library Director.

22. Solicitation of funds, distribution of literature or promotional material, or sale of goods is forbidden by any person or agency other than the library except by permission of the Library Director.

23. All materials or equipment removed from the library must be checked out with a valid library card.

24. Loitering in the library's garage or at the entrances to the library is not permitted.

25. Patrons must comply with staff directives.

26. Patrons should not approach other patrons or staff with the intent to convince them of their personal views: religious, political, or otherwise.

27. Patrons may not engage in any behavior or activity that creates an intimidating or hostile environment for others, including other patrons or library staff.

The Library is not responsible for personal property. All personal property must stay within the owner's sight and control at all times. Unattended items may be confiscated. Personal property may not block aisles, be placed on seating, or create a safety hazard. Patrons with large personal items may be refused entrance.

Any patron who violates these rules and regulations may be temporarily denied service and/or be required to leave the library premises and be denied the privilege of future access to the library.