

# CONDUCT POLICY

*To allow all patrons of the Nanuet Public Library to use its facilities to the fullest extent, the Library Board of Trustees has adopted the following rules and regulations:*

## PATRONS SHALL

- **ENGAGE IN ACTIVITIES ASSOCIATED WITH THE USE OF A PUBLIC LIBRARY.** Patrons not reading, studying, using library materials, or participating in a library program may be required to leave the premises. Patrons sleeping may be awakened and required to leave the premises.
- **RESPECT THE RIGHTS OF OTHER PATRONS.** Patrons shall not harass, annoy or intimidate others through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by following another person about the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others or to themselves in monologues, or by behaving in a manner that can be reasonably expected to disturb others.

## PATRONS SHALL NOT

- **CONSUME FOOD OR BEVERAGES OR SMOKE OR USE TOBACCO, TOBACCO PRODUCTS OR ELECTRONIC CIGARETTES (E-CIGARETTES) ON THE LIBRARY PREMISES.**
- **BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS ON THE LIBRARY PREMISES.**
- **ENGAGE IN ANY ILLEGAL ACTIVITY WHILE ON THE LIBRARY PREMISES.**
- **USE THE LIBRARY'S PREMISES FOR THE CONDUCTING OF BUSINESS FOR PROFIT.**
- **INTERFERE WITH THE USE OF THE LIBRARY BY OTHER PATRONS OR INTERFERE WITH EMPLOYEES OF THE LIBRARY IN THE PERFORMANCE OF THEIR DUTIES WHILE ON THE LIBRARY PREMISES.**
- **DEFACE OR MAR LIBRARY MATERIALS** consisting of books, magazines, newspapers, recordings, or other items of the library collection, nor shall they deface, mar, or in any way destroy or damage library furnishings, walls, machines, or other library property.
- **BE IN THE BUILDING WITHOUT SHOES OR A SHIRT.** Patrons must wear a covering of their upper bodies and shoes or other footwear. Patrons whose bodily hygiene is offensive enough to constitute a nuisance to other patrons may be required to leave the building.
- **BRING PETS OR ANIMALS, WITH THE EXCEPTION OF SERVICE ANIMALS FOR THE DISABLED, INTO THE LIBRARY.** Animals must be attended at all times while on the Library premises.
- **USE CELLULAR PHONES.** Use of cellular phones is restricted to the Lobby area of the Library.
- **ENTER AREAS DESIGNATED FOR EMPLOYEE USE UNLESS INVITED TO DO SO BY A LIBRARY EMPLOYEE OR TRUSTEE.** These areas include, but are not limited to, space behind the Reference and Circulation Desks, offices, the staff room, the kitchen and employee rest rooms.
- **ENGAGE IN BICYCLING, SKATEBOARDING AND ROLLER BLADING** in the library or on library property.
- **GAMBLE .**

## GENERAL

Each patron shall be responsible for any fines, fees, or other charges incurred by them in accordance with the library's standard schedule. Failure to pay these fines will result in the suspension of borrowing privileges.

Any materials removed from the library must be checked out on a valid library card or through other standard library procedures.

The library reserves the right to inspect the contents of any bag, knapsack, briefcase, etc. if it has reason to believe that library property is being improperly removed.

The library is not responsible for personal property lost or damaged in the library or on library premises.

Children must be attended to at all times and are expected to adhere to all Patron Policies. Parents, caregivers, and/or baby-sitters are responsible for the behavior of all children in their charge. Children who violate library policy may be asked to leave the premises and may have their library privileges revoked.

**Any patron not abiding by these or other rules and regulations of the library may be required to leave the library premises. Library employees will contact the Clarkstown Police for assistance in such matters if it is deemed advisable and necessary.**

**The Library's Board of Trustees, on the recommendation of the Library Director, may deny any patron who violates these rules and regulations the privilege of access to the library. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.**

**The Trustees of the Nanuet Public Library**

Revised May 24, 2007

Revised November 24, 2009

Revised September 21, 2011 (formerly Patron Policy)

Revised May 27, 2014