



Western Sullivan Public Library

CODE OF CONDUCT POLICY

To allow all patrons of the Western Sullivan Public Library to use its facilities and resources to the fullest extent during the regularly scheduled hours, the Library Board of Trustees has adopted the following rules and regulations:

1. Patrons shall engage in activities associated with the use of the library.
2. Patrons shall respect the rights of other patrons, staff, and volunteers and not engage in loud, aggressive, or threatening conduct, fighting or challenging another to a fight, using profane language or obscene behavior, or engaging in harassing behavior of any kind.
3. Patrons who consume food or beverages in the library are responsible for any spills, litter, or damages. Food or beverages are not permitted near any library electronic equipment.
4. Smoking and vaping are not allowed in the library. By law, no person may smoke within 100 feet of library entrances, exits, or outdoor areas, except on private residential property.
5. Patrons shall not use or distribute alcohol or illegal drugs in the library. Being under the influence of drugs or alcohol resulting in disruptive behavior is not permitted.
6. Patrons shall not engage in illegal activity in the library. This includes any activity deemed illegal in regard to the use of computers and the wifi network.
7. Patrons shall not carry a weapon into the library unless authorized by law. Any patron authorized by law to carry a weapon must notify library staff that they are carrying a weapon.
8. Patrons that possess cell phones will be asked to silence the ringer and refrain from talking on their phones during their time at the library, unless they are in a designated area.
9. Patrons should refrain from stealing, defacing or marring the library's property, including but not limited to materials, furnishings, and equipment, in any way.
10. Patrons should be appropriately dressed when visiting the library.
11. Patrons may not leave a child unattended in the library. See *Unattended Children Policy*.
12. Patrons of all ages are not permitted to run, rough house, or climb on library furniture or behave in a manner that could pose a danger to themselves or others on library property including the use of skates, skateboarding, or bicycles. The library is not a place for loitering, sleeping, lounging, or lying down.
13. Library fines and fees are the responsibility of the library patron as outlined in the *Membership Rules: Regular Policy and Circulation Rules Procedure*.
14. Patrons shall not bring pets or animals into the library except for service animals.
15. Personal belongings cannot obstruct walkways or be stored in a place that would prevent others from using that space. The library is not responsible for unattended items.



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16. Soliciting, petitioning, or distributing and/or posting materials not approved in our Public Notice Bulletin Board Policy are not permitted.
17. Committing any act that would violate Federal, State, or local law, ordinance, or regulation.
18. Patrons and visitors are not permitted to enter staff areas, unless permitted for library business.
19. Having bodily hygiene or possessions/belongings that are of such a strong odor that it would impede the use of the library by others, including heavily applied scented products, are not permitted.

Any patron not abiding by these rules or regulations of the library may be required to leave the premises and may forfeit their library privileges. Library employees will contact area law enforcement officials if deemed necessary. See the WSPL Disaster Plan/Situational Manual.

The Library 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.

During epidemics and pandemics that affect library operations, patrons will be expected to follow the recommendations and regulations set forth by local and state government, health officials, and the Board of Trustees and staff. If patrons do not abide by temporary procedures, including, but not limited to, social distancing, hand hygiene, wearing a mask while in the buildings, abiding by time limits, and not entering restricted areas within the building, they will be asked to leave the library.