

## LARCHMONT PUBLIC LIBRARY CODE OF CONDUCT

The Larchmont Public Library (“the Library”) strives to provide patrons with a clean, comfortable, and safe place for selecting materials, reading, researching, studying, writing, and attending Library programs and meetings. To this end, The Board of Trustees has authorized this Code of Conduct to establish rules for the protection of library resources, patrons, staff members and the physical building. The library staff is authorized and directed by the Board of Trustees to interpret and enforce these rules in the best interest of the Library. Anyone whose behavior is not in compliance with the Code of Conduct may be asked to leave the building.

In general, any behavior is prohibited that violates federal, state, local or other applicable law, ordinance or regulation, or interferes with the use and enjoyment of the library by others, or interferes with a library employee’s performance of his or her duties. These types of behavior include, but are not limited to physically or verbally assaulting, harassing, or abusing any other person; threatening, rude or intimidating behavior; offensive personal hygiene; smoking (including “e-cigarettes”); use of alcohol (other than for library sponsored events and in designated areas) or illegal drugs or other substances; and destroying or defacing library materials or property or otherwise making library materials unavailable for use. Firearms and any other types of weapons are prohibited.

### **The following are additional examples of conduct not allowed on library property:**

1. Making excessive noise or otherwise disturbing other library patrons. Patrons are requested to:  
(a) Refrain from loud and prolonged conversations; (b) Put cell phones on silent or vibrate when entering the building; (c) Conduct telephonic conversations only in designated areas and in such a manner that they may not be heard by nearby patrons or staff; (d) Use earphones when using personal devices with audio capability such as laptops, radios, MP3 players and the like. The volume, with earphones, must not be audible to other library patrons.
2. Consuming food and drink outside of designated areas.
3. Violating Public Health Codes. Patrons must be fully clothed at all times, including shoes. Patrons must not use restrooms for any purpose beyond the intended use expected in a public building.
4. Using library equipment, materials (including books, magazines, cds and dvds) and furniture improperly and disrespectfully and outside of their intended use. Damaging or vandalizing the library building and property in any way.
5. Obstructing aisles, walkways, stairways or seating with personal property. The Library is not responsible for the personal property of its patrons.
6. Distributing or posting printed material, selling or distributing goods or materials throughout the library, including, without limitation, petitions, solicitations, literature and leaflets or any similar types of activities within the library building without prior permission of the Library Director.
7. Sleeping that is prolonged, noisy or chronic.
8. Bringing animals into the building, except for service animals (as provided by the A.D.A. and other relevant state and local statutes) needed to assist a patron, or those animals in library sponsored programs.
9. Using bicycles, scooters, roller skates, skateboards and the like on library property. Bicycles must be placed on the bike racks provided.
10. Failing to comply with the Library’s **Internet Use Policy and Rules** when using any computer in the library or on library premises. This includes laptops or other personal devices that access the library’s wireless network.

11. Failing to comply with the Library's **Photography Policy**, which may require permission to film or photograph on library grounds.
12. Failing to observe the Library's **Unattended Child Policy**: Children under the age of 11 must not be left unattended on library premises. Parents and caregivers are expected to forestall disruptive behavior that infringes on the rights of other library users. Use of the Children's Library is restricted to (a) children ages 13 or younger and their caregivers while attending a child in the Library; (b) Patrons over 13 when materials suitable to their particular needs are not available in the adult areas of the Library. All other patrons must use the adult areas of the Library. Children in Grades 5 and below may only use the computers in the Children's Room.
13. Failing to comply with Library rules and requirements regarding public health issues.

This Code of Conduct is not a complete list of violations or prohibited behavior and is intended for guidance only. The library staff is authorized to take appropriate action in response to any other behavior that can reasonably be deemed to be unsafe, offensive or disturbing to library patrons or staff members.

Members of the public who violate these rules and regulations may be expelled by staff members from the library premises and/or have library privileges withdrawn by the Library Director for a specific or indefinite period of time. Any person from whom these privileges have been withdrawn shall have the right to request that the Board of Trustees reconsider the Director's decision at their next scheduled meeting.

This Code of Conduct may be amended as needed on a temporary or permanent basis with the approval of the Board of Trustees.

*Adopted by the Larchmont Public Library Board of Trustees, January 2013*

*Reviewed and amended, October 2021*

*Amended to include public health requirements, March 2022*