



TAPPAN FREE LIBRARY'S CODE OF CONDUCT AND PUBLIC BEHAVIOR POLICY

This Code of Conduct and Public Behavior Policy has been created and adopted in an effort to protect the rights and safety of all library patrons, Library staff members, Library Board of Trustee members and Library volunteers, as well as to protect the library's materials, facilities, and property.

Violations of The Tappan Free Library Code of Conduct and Public Behavior Policy may result in the loss of Library privileges and/or referral to law enforcement. All patrons of the Tappan Free Library are subject to the **DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY**. All patrons of the Library are to obey

direction given by Library staff members, Library Trustees, Library volunteers or officers of the law and are expected to treat each other and those with whom they come in contact with professionalism, courtesy, dignity, and respect. Any person found in violation of any of the Rules listed below may be requested to produce ID. Refusing to produce identification under such circumstances may result in immediate ejection from the Library. By entering the building, you agree to follow the Code of Conduct and Public Behavior Policy.

In the event of a declared State of Emergency or other Federal, State, County or local health or safety crisis, the Board of Trustees may amend this Policy in order to comply with requirements or guidelines issued by Federal, State, County or local agencies.

Rules

All patrons, visitors, Library staff members, Library Board Trustees, and Library volunteers shall observe the following rules:

1. With the exception of Library approved events, meetings, and programs, consumption of food is prohibited in all public areas of the Library.
2. Consumption of non-alcoholic beverages is permitted in the Library. In order to prevent damage to our materials, a lid must be securely kept on cups/containers. Beverages are not permitted near our computers or other electrical equipment.
3. Public computer users will be required to agree to the terms of our **Acceptable Use Policy** before accessing software or the Internet on our public machines
4. A patron may only use their own Library issued card when checking out material. Patrons may designate alternative users for purposes of picking up reserved material only.
5. Shirts and shoes must be worn in the Library. Offensive body odor due to poor personal hygiene or overpowering perfume or cologne that causes a nuisance or unreasonably interferes with Library use by other patrons or staff is prohibited.
6. A sleeping patron may be awakened by Library staff if there is concern for the patron's health or well-being, or if the patron's sleep is disturbing other patrons or Library staff, Library Trustees, or Library volunteers. If sleeping continues, the patron may be asked to leave the library.
7. Parents and caregivers are responsible for the behavior, safety and supervision of their children at all times. Children under the age of eight must be supervised by a responsible adult/caregiver at all times.
8. Cell phones should be set to vibrate or mute upon entry into the Library. Patrons may quietly answer phones, but must move and continue all conversations in the main lobby or outside of the building.
9. Patrons using audio on personal electronic devices are required to use headphones or earbuds to ensure they are not disturbing or interfering with other patrons use of the facility. This requirement includes all public areas as well as study rooms.
10. Soliciting, petitioning, distributing written materials or canvassing for political, charitable or religious purposes inside a Library building or on Library property, including the doorway or vestibule is prohibited.
11. Unless part of a Library-authorized program, animals, other than service animals, are not permitted in the Library.
12. Smoking and vaping is prohibited throughout the Library building and on Library property or within 100 feet of entrances and exits. *NYS Public Health Law 1399*.
13. Improper use of Library restrooms, including, but not limited to, bathing, shaving, hair trimming, and laundering is prohibited.
14. Patrons shall not enter designated staff-only areas, including staff offices and areas behind service desks, without staff authorization. Patrons shall not enter or remain in designated programming areas when those areas are not being used for an authorized Library purpose without staff permission.
15. Disruptive groups congregating inside or outside the Library will be asked to disperse. If groups do not disperse, Orangetown Police may be called.
16. Creating a disturbance by making noise, talking loudly, whistling, singing, using profanity, running or engaging in other disruptive conduct is prohibited. This includes stalking, prolonged staring at or following other patrons or Library staff, Library Trustees, or Library volunteers.
17. Committing or attempting to commit any activity that would constitute a violation of any Federal, State, County, or local criminal statute or ordinance is strictly prohibited.
18. Possession, sales, distribution or use of a controlled substance, *as defined by NYS Public Health Law 3306*, inside of the Library building or on Library grounds is strictly prohibited.
19. With the exception of Library approved events, meetings, or programs, the possession, sale, distribution or consumption of any alcoholic beverage inside the Library building or on Library grounds is strictly prohibited.
20. Patrons who steal, damage, or deface Library material and/or property may be prosecuted. Parents will be liable for actions of their minor children or children who are under their custodial care under the age of eighteen.
21. Blocking patrons, Library staff, Library Trustees, or Library volunteers from freely accessing entryways, vestibules, elevator doors or staircases is strictly prohibited.
22. Photography, videotaping, or similar types of filming in the Library without the express written consent and permission from the subject (fellow patron(s), Library staff, Library Trustees or Library volunteer) is strictly prohibited.
23. Conduct or behavior that interferes with the use of the Library by others or interferes with Library staff, Library Trustees or Library volunteers in the execution of their duties is not permitted.
24. Any conduct that threatens the physical health or safety of patrons, Library staff, Library Trustees or Library volunteers is not permitted.

DISCIPLINE PROCEDURES

Depending on the circumstances, a violation of these Rules may be addressed as follows:

- Unlawful activities may promptly be reported to the appropriate law enforcement authorities.
- Library staff may require the individual to leave the Library and/or may call the police to report an infraction of the rules or to request assistance in ejecting the individual.
- A patron's Library privileges may be revoked.

Library staff may address repeated or more severe behavior as follows:

Depending on the severity of the offense, the Library may institute discipline ranging from verbal warning, through denial of specific privileges, and finally to denial of the right to use the Library (banning) for a specified time period. In more severe cases (e.g., threatening, harassing, intimidating, using violence), banning may be indefinite.

In the event of inappropriate behavior by a minor, the child's parent or guardian will be notified by the Library, usually after the second offense. Staff members will fill out a **NOTICE OF VIOLATION** report outlining the behavior problem and forward a copy of it to the Library Director.

When a person is banned from the Library for longer than one week, a **BANNING LETTER** explaining the violation(s) will be sent to the individual. In the case of a minor child under 18 years of age, a copy of the letter will also be sent to the parent or guardian. When deemed appropriate by the Library Director, copies of the **NOTICE OF VIOLATION** and/or copies of **BANNING LETTER** will be forwarded to the Orangetown Police Department or other relevant law enforcement agency.

If a banned individual enters the Tappan Library before the return date listed in the ban letter, police will be called and the individual may be arrested for trespassing under *Orangetown Ordinance 11-2*.

For the safety and comfort of the public and staff, and to create an environment that is favorable to library operations, the following guidelines will apply for violations of Tappan Free Library Code of Conduct Rules:

LEVEL 1 VIOLATION Guidelines for a violation of Rules 1-11:

Age	1 st Violation	2 nd Violation within 30 days	3 rd Violation within 30 days	4 th Violation within 30 days
0-8	Warning and referral to Parent/Caregiver	Warning and referral to Parent/Caregiver	Banned for 1 WEEK	Banned for 1 MONTH
9 +	Ejection from library for 24 hours	Banned for 1 WEEK	Banned for 1 MONTH	Banned 3 MONTHS

LEVEL 2 VIOLATION Guidelines for a violation of Rules 12-15:

Age	1 st Violation	2 nd Violation within 30 days	3 rd Violation within 30 days	4 th Violation within 30 days
0-8	Warning and referral to Parent/Caregiver	Warning and referral to Parent/Caregiver	Banned for 1-3 MONTHS	Banned for 3-6 MONTHS
9- 17	Banned for 1-3 MONTHS	Banned for 3-6 MONTHS	Banned for 6 MONTHS-1 YEAR	Banned for 2 YEARS- PERMANENT (discretion of the Director)
18+	Banned for 1-6 MONTHS	Banned for 6 MONTHS-1 YEAR	Banned for 1-3 YEARS	Banned for 3 YEARS- PERMANENT (discretion of the Director)

LEVEL 3 VIOLATION Guidelines for a violation of rules 16-24:

Age	1 st Violation *
ALL	1 MONTH – PERMANENT(discretion of the Director)

***Banned period, regardless of age, will be a Minimum of 1 month and determined by the Tappan Free Library Director and/or the Tappan Free Library Board of Trustees. Any Ban imposed by the Board of Trustees must meet a majority vote. In the event of a tied vote the Director will cast a tie breaking vote.**

ADMINISTRATIVE REVIEW OF NOTICES OF BANNING

An individual receiving a **NOTICE OF VIOLATION** may request an administrative review if the ban is greater than seven (7) days. This request must be made within ten (10) business days of the date on the banning notice and submitted in writing to:

Library Director
c/o Tappan Library
93 Main Street, Tappan, NY 10983

The Director will issue a final decision on the administrative review of the ban within thirty (30) calendar days.

The banned individual may appeal the Director's final decision to the Tappan Free Library Board of Trustees within thirty (30) days of the date of the notice of final decision. This request must be submitted in writing to:

President of the Board of Trustees
c/o Tappan Library
93 Main Street, Tappan, NY 10983