

The Library is committed to providing a secure and comfortable environment for patrons and Library Staff. Adherence to the following Patron Code of Conduct will ensure fair and reasonable access to all of the Library’s resources. Patrons who do not adhere to this policy may be asked to leave the Library.

I. Patrons will refrain from behavior that interferes with the comfortable use of the Library by other patrons or with employees in the performance of their duties.

- A. Patrons will not engage in disorderly or disruptive conduct or use obscene, profane, threatening or abusive language while on Library premises. Patrons who are visibly intoxicated or under the influence of drugs will be required to leave the Library at once. The Library does not permit patrons to sleep in its buildings or on its grounds.
- B. Reasonable quiet is expected. Patrons will keep the volume of their conversations as low as practical and will use personal telephones outside the Library building.
- C. Patrons will keep their electronic devices silent.
- D. Patrons will not consume food or beverages in the building, except at times specified by the Library Director.

E. Smoking and Vaping Restrictions:

- 1. Smoking is prohibited on Hyde Park Library District grounds. Per Section 1399-subdivision 6, of New York's Public Health Law, it is forbidden to smoke within 100 feet of library property (except for residential properties):

“Smoking shall not be permitted and no person shall smoke within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law provided, however, that the provisions of this subdivision shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.”

“Smoking” is defined in Public Health Law Section 1399-n(8) as:

“burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or cannabis as defined in section 222.00 of the penal law, or cannabinoid hemp as defined in section three of the cannabis law.”

- 2. Vaping is prohibited on Hyde Park Library District grounds, per Section 1399-o subdivision 1(a) of New York’s Public Health Law:

“Smoking and vaping shall not be permitted and no person shall smoke or vape in the following indoor areas: a. places of employment...”

Furthermore, as the Library serves a diverse population, including children and young adults, vaping shall also be prohibited on Hyde Park Library District grounds, consistent with Section 1399-o subdivision 1(a) of New York’s Public Health Law, prohibiting vaping within 100 feet of a public or private elementary or secondary schools:

“Smoking and vaping shall not be permitted and no person shall smoke or vape within one hundred feet of the entrances, exits or outdoor areas of any public or private elementary or secondary schools; provided, however, that the provision of this subdivision shall not apply to smoking or vaping in a residence, or within the real property boundary lines of such residential real property.”

3. Posted Signage. Per Public Health Law Section 1399-p, "Posting of Signs," appropriate signage with the "no-smoking" symbol will be posted at each entrance door, and as close to the 100 foot perimeter as possible:
"Smoking" or "No Smoking" signs, or "Vaping" or "No Vaping" signs, or the international "No Smoking" symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it, shall be prominently posted and properly maintained where smoking and vaping are regulated by this article, by the owner, operator, manager or other person having control of such area."
4. Compliance
 - a. Library staff will be made aware of the no-smoking restriction.
 - b. The Library Director will undertake reasonable efforts to ensure employee and patron compliance with the state's non-smoking laws. Patrons in violation of this policy will be held accountable in accordance with section VIII. of this policy (Policy 1.1: Patron Code of Conduct, section VIII. Violations of the Patron Code of Conduct).

F. Patrons must wear appropriate attire at all times, including shoes and shirts.

II. Patrons will be engaged in activities associated with the use of a public library while in Library buildings.

- A. 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.
- B. Patrons will not engage in any illegal activity on Library premises.

III. Patrons will respect Library property.

- A. Patrons will not deface, mar, destroy or damage Library furnishings, walls, equipment or other Library property nor use them in a manner for which they were not intended or designed.
- B. Patrons will not bring animals into the building, except those required for personal assistance.

IV. Patrons will treat Library materials with respect.

- A. Patrons will check out Library materials with a valid borrower's card and return them on time and in good condition. **See Circulation of Materials, Policy 1.5.**
- B. Patrons will not deface or mar Library materials, including books, magazines, newspapers or other items of the Library collection.

V. Internet stations are situated in public areas, and patrons are expected to use the Internet in a manner that respects the Library environment. See Internet Policy, Policy 1.3.

VI. Children at the Library. *The Library views service to children as an important part of its mission. However, the Library staff is not responsible for providing supervision and care for children while their parents or caregivers are outside the Library or in another part of the building.*

- A. Children under the age of ten must be accompanied by a parent or caregiver.
- B. Parents and caregivers are responsible for the safety and conduct of their children while on Library premises. These individuals must provide appropriate supervision based on the ages, abilities and levels of responsibilities of their children.
- C. Children left at the Library by their parents or caregivers must be picked up by closing time. If they are not, and a caregiver cannot be reached, Library staff will contact police to assume responsibility.
- D. Children are expected to adhere to the same standards of conduct as are adults.
- E. Parents and caregivers should be aware that the behavior of small children might, at times, be disturbing to others. In such instances, Library staff may request that the caregiver remove the child from the building temporarily.
- F. This policy will be posted in the Children's Room and on the Library web site.

VII. Vulnerable Adults at the Library. *The Library is concerned for the safety in the Library of physically or mentally limited adult patrons. Library Staff cannot be responsible for the supervision of vulnerable adults in the Library.*

- A. Adult patrons who are unable to care for themselves must be attended by a parent, guardian or other caregiver 18 years of age or older who is responsible for supervising them and managing their behavior.
- B. Library Staff will inform caregivers of the terms of this policy and supply a copy of it, as needed.

VIII. Violations of the Patron Code of Conduct.

- A. Patrons whose conduct violates the guidelines above will be asked to modify their behavior. Failure to comply with these rules and regulations may result in the loss of Library privileges and removal from the Library building. In the event that the patron persists in abusive conduct or disruptive behavior, the Library Director shall report the matter to the Board of Trustees, and the Board will consider a long-term exclusion of the patron.
- B. Patrons are encouraged to report disruptive individuals to the Library staff.
- C. In instances involving minors, identification will be requested, and the incident may be reported to the parent or guardian.
- D. A patron who vandalizes, steals, or destroys Library material, equipment or building components will forfeit all Library privileges for a period of time determined by the Library Director and will be financially liable for damages. Additionally, the patron may be reported to the police.
- E. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

IX. Patrons are advised to keep their belongings with them at all times. The Library assumes no responsibility for patrons' personal belongings.

Approved May 20, 2004; amended June 23, 2011, October 15, 2015, December 15, 2016, and September 23, 2021.