

OPERATIONS
Library Safety and Patron Conduct

STATEMENT: The Red Jacket Community Library strives to provide a safe space for people of all ages and backgrounds, to operate its premises safely, and to reduce the chance of harm. Abiding by these rules will allow all patrons of the Library to use its facilities and programs to the fullest extent.

PURPOSE: The Red Jacket Community Library Safety and Patron Conduct policy is intended to protect the rights and safety of Library users, protect the rights and safety of staff members, and preserve and protect the Library's materials, facilities, and property.

POLICY:

1. Library Safety Guidelines

- a. The Library entrance must be kept clear and accessible for patron use. Bicycles, scooters, skateboards, etc. should be parked in the bike rack.
- b. Parking spaces in front of the Library entrance are reserved for patron use during non-school, Library hours.
- c. Animals are prohibited in the Library, except for Registered Service Animals, Certified Therapy Animals, or animals featured in programs sponsored by the Library.
- d. The responsibility for the safety and conduct of Library patrons rests with the patron or, in the case of minors, with the parents, legal guardians, or other responsible adult caregivers.
- e. For reasons of safety and hygiene, patrons must wear appropriate apparel and shoes or equivalent foot covering at all times.
- f. Should a patron experience an accident, injury, or similar adverse event in the library during public hours, the staff will file an incident report (Appendix 1A) and give it to the Library Director.

2. Unacceptable Patron Conduct

- 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. Destructive behavior is prohibited. This includes behaviors that might lead to the damage or misuse of Library property (materials, equipment, furniture, fixtures or structure) and behaviors that might cause harm to another person.
- c. Disruptive behavior is prohibited. This includes inappropriate language, public display of affection, use of any communication or entertainment device at a volume that disturbs others, any action that has the likelihood of harming themselves or another person, and any action that prevents the peaceful use of the Library by other patrons.
- d. Per New York State laws prohibiting weapons on school grounds, possession of weapons of any type is prohibited.
- e. Smoking, vapeing or using tobacco or tobacco products is prohibited.
- f. Patrons who exhibit unacceptable behavior will be given a warning and notified by Library staff that the behavior is prohibited by Library policy. Depending on the nature of the behavior, Library staff may implement any of the following guidelines if unacceptable behavior continues:
 - Staff will partner with another staff member to handle the situation.
 - Staff will give the individual a copy of this policy and explain that if the inappropriate behavior persists, the individual will be asked to leave.
 - If the behavior persists, the individual will be asked to leave.
 - If the individual does not leave, the staff will call 911. The individual may be charged with trespassing under New York Penal Law, Section 140.05.
 - The staff will ask the police to escort the individual off of the property.
 - The staff will file an Incident Report (Appendix 1A) and give it to the Library Director.

3. Youth and Children

- a. Youth (ages 11-17) may use the Library without a parent or responsible adult caregiver present and shall be treated with the same respect and held to the same standard as all other Library patrons.
- b. Library staff are committed to: Helping children find materials for educational and recreational pursuits; providing an environment that encourages study and exploration; and planning programs that inform and enrich. Library staff members are not responsible for the care and safety of unattended children in the Library.
- c. Children (ages 0-10) must be supervised by a parent, guardian or caregiver, unless participating in a Library program for which the parent has granted their permission to the Youth Services Librarian or Librarian.
- d. Parents/guardians or caregivers should be aware of Library closing times. If a child is not picked up by the time the Library closes, a member of the staff will assist the child in contacting the parent, guardian or other responsible adult. If the parent cannot be reached or arrange for their child to be picked up, staff will contact local law enforcement.
- e. Children who are disruptive will be asked by Library staff to correct the behavior. If the disruptive behavior continues, a staff member will inform the parent/guardian that the behavior is disruptive. The family may be asked to leave the Library if the disruptive behavior continues.
- f. Adults who are not accompanying a child or using the children's collection for legitimate purposes may be questioned by staff and may be asked to move to another area of the Library. Failure to comply with a staff member's direction may result in intervention by law enforcement.