

OPERATIONS

Library Safety and Patron Conduct

- I. **STATEMENT** The Red Jacket Community Library (Library) strives to provide a safe and pleasurable experience for all patrons. Abiding by these rules will allow all patrons of the Library to use its facilities and programs to the fullest extent.

- II. **PURPOSE** The Library maintains this policy 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.

- III. **POLICY**
 - A. **LIBRARY SAFETY GUIDELINES**
 1. The Library entrance must be kept clear and accessible for patron use. Bicycles, scooters, skateboards, etc. should be parked in the bike rack outside of the Library.
 2. Parking spaces in front of the Library entrance are reserved for patron's use during Library hours.
 3. Animals are prohibited in the Library, except for Registered Service Animals, Certified Therapy Animals, or animals featured in programs sponsored by the Library.
 4. 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.
 5. For reasons of safety and hygiene, patrons must wear appropriate apparel and shoes or equivalent foot covering at all times.
 6. Should a patron experience an accident, injury, or similar adverse event in the library during public hours, the staff will complete an incident report (Appendix 1A) and file it with the Library Director.

 - B. **PATRON CODE OF CONDUCT**
 1. Patrons shall respect the rights of other patrons at all times.
 2. 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.
 3. Destructive behavior is prohibited. This includes:
 - a. Behaviors that might lead to the damage or misuse of Library property (materials, video surveillance equipment, equipment, furniture, fixtures or structure)
 - b. Behaviors that might cause harm to another person.
 - c. Use of profanity, offensive, abusive or harassing language,
 - d. Public displays of affection,
 - e. Interfering with the use of the library by other patrons or interfere with library employees' performance of their duties.

- f. Use of any communication or entertainment device at a volume that disturbs others,
 - g. Any action that has the likelihood of harming themselves or another person,
 - h. Patrons using any digital devices in the library including the Library's or their own computers must comply with the Library's Internet Use Policy (Policy 400-4).
4. The library is designated a "sensitive location" as defined by NYS Penal Law 255.01-E.
- a. All weapons including firearms, rifles, and shotguns are prohibited in the library buildings and in the entranceways or doorways to the buildings.
 - b. Signage will be posted at library entrances that all weapons are prohibited on the premises.
5. Smoking, vaping or using tobacco or tobacco products is prohibited. See Tobacco Use Policy (Policy 400-8).
6. Patrons who exhibit unacceptable behavior will be given a verbal 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:
- a. Staff will partner with another staff member to handle the situation.
 - b. 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.
 - c. If the behavior persists, the individual will be asked to leave.
 - d. 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.
 - e. The staff will ask the police to escort the individual off of the property.
 - f. The staff will file an Incident Report (Appendix 1A) and give it to the Library Director.

C. MINORS

1. Minors who are eligible for a library card 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, including the ability to abide by this policy.
2. Library staff are committed to helping minors find materials for educational and recreational pursuits, providing an environment that encourages study and exploration, and planning programs that inform and enrich.
 - a. Library staff members are not responsible for the care and safety of unattended minors in the Library.
3. Parents/guardians or caregivers should be aware of Library closing times.
 - a. If a minor is not picked up by the time the Library closes, a member of the staff will assist the minor in contacting the parent/guardian or other responsible adult.
 - b. If the parent/guardian or other responsible adult cannot be reached after a period of 30 minutes or arrange for their minor to be picked up, staff will contact local law enforcement.

4. Minors who are disruptive will be asked by Library staff to correct the behavior.
 - a. If the disruptive behavior continues, a staff member will inform the parent/guardian or other responsible adult that the behavior is disruptive.
 - b. The family may be asked to leave the Library if the disruptive behavior continues.
5. Adults who are not accompanying a minor or using the juvenile collection for legitimate purposes may be questioned by staff and may be asked to move to another area of the Library.
 - a. Failure to comply with a staff member’s direction may result in intervention by law enforcement.

IV. REFERENCES

- A. Trespass, NY PENAL LAW § 140.05 (2014).
- B. Criminal possession of a firearm, rifle or shotgun in a sensitive location, NY PENAL LAW § 265.01E (2023).

Revision History	
7/16/2024	Updated format. Retitled section C. as Minors; altered youth and children section to suit all minors. Identify the library as a sensitive location in Section B.4. and prohibit weapons on the premises. Referenced state statutes.