

Patron Services Policy

Patron Responsibilities and Code of Conduct

Code of Conduct

Approved by Board of Trustees: July 19, 2016

Effective Date: July 19, 2016

Revision / Review Date:

These rules and guidelines are for the protection of all who use the Library. The Library staff may require a patron to leave the premises, call the police or ultimately bar a patron from the Library for noncompliance with this code of conduct. If you observe patron behavior which does not meet this code of conduct, please contact a staff member.

ALCOHOL/DRUGS: Alcohol or illegal drugs may not be brought into the library.

ANIMALS: Only animals trained to assist disabled individuals or certified therapy animals are permitted in the library.

DISORDERLY CONDUCT: Harassment, disorderly conduct or other behavior that disrupts library use is not acceptable. Disorderly conduct includes (1) brawling or fighting; (2) disturbing an assembly; or (3) engaging in offensive, obscene, abusive, boisterous, harassing, or noisy actions or using offensive, obscene, or abusive language, or spitting, which may harass or arouse alarm, anger, or resentment in others.

BEVERAGES: Beverages in covered capped containers are allowed in the library.

GANG ACTIVITY: No gang activity is allowed in the library.

LANGUAGE: Offensive, abusive or intimidating language is not acceptable.

LOITERING: Entrances, doorways and stairs must be kept clear at all times.

NOISE: The library is a quiet environment. Loud talking or other loud sources of noise are not allowed. Audible use of radios, CD players, or other electronic devices is not allowed in the library. Cell phone usage is prohibited at all computer/viewing stations and the quiet study room. Please make and receive cell phone calls in the North or South Entrance area (between the doors). Cell phones must be set to silent or vibrate mode if turned on inside the library.

PHOTOGRAPHY: Filming and photography is allowed if it does not interfere with the delivery of library services. Persons filming or taking photographs on library premises are responsible for gaining all necessary permissions to use the photos.

SKATEBOARDS AND IN-LINE SKATES: Carry skateboards and remove skates while in the library.

SMOKING: Smoking is not allowed in the library.

SOLICITATION: Solicitation is not allowed in library public areas or on the library sidewalks.

STAFF AREAS: The public is not permitted behind the public service desks or in other non-public areas.

GENERAL GUIDELINES

HUDSON AREA JOINT LIBRARY POLICIES

CLOSING TIME: Please leave the library, including vestibule, promptly at closing time. It is strongly recommended that all children are accompanied by someone who can take responsibility for them outside the building at closing time.

DRESS: Shoes or sandals and shirts should be worn in the library.

EMERGENCIES: When the alarm sounds, please follow staff directions promptly.

FURNISHINGS: Furnishings should be used only for their intended purposes.

RUNNING: For the safety of all patrons, please do not run in the library.

Consequences of Unacceptable Behavior

Inappropriate behavior as outlined above or the commission of any crime on library property will have consequences. Customers may be asked to leave the library premises immediately. In addition, a patron may be barred from library premises temporarily or permanently depending on the severity of the offense. To enforce these policies, library staff are authorized to call for police assistance or to take any other measures reasonably appropriate and necessary.

Patron Appeal Process

Any person who has been banned from the library or whose library privileges have been restricted or suspended for a period in excess of one week has the right to have the decision reviewed by the Library Board of Trustees. A signed, dated appeal must be requested in writing within ten days of such suspension and must include the person's name, address, date and time of violation, type of violation, and the person's reason for appealing the decision. A request for an appeal shall be submitted to the Library Director for inclusion on the agenda of the regular Library Board of Trustees meeting held each month. The decision of the Board of Trustees on the appeal shall be final. The Board of Trustees reserves the right to seek a restraining order from the court to permanently ban any person who continues to violate the Rules of Conduct and/or the law.