



# Patron Code of Conduct Policy

The Manlius Library strives to serve as a community center providing free and equal access to cultural, intellectual, and informational resources for all community members. We pledge to deliver the highest quality library services to our community and to provide a safe and welcoming atmosphere conducive to learning, sharing, and working. To achieve this, we ask our patrons to conduct themselves in a respectful, orderly, and considerate manner.

## **Library patrons are required to:**

- Respect the rights and property of patrons and staff
- Comply with all library policies, including the Safe Child Policy, and local, state, and federal laws
- Assume responsibility for personal property; the Library is not responsible for damaged, lost, or stolen items
- Refrain from tobacco, alcohol, or illegal substances use
- Dress in appropriate public attire, including shirts and shoes
- Refrain from entering staff-only areas

## **Inappropriate activities include but are not limited to:**

- Disorderly conduct, including disruptive or illegal behaviors (excessive noise, sexual misconduct, use of abusive, threatening, or obscene language)
- Harassment of patrons or staff or exhibiting threatening or intimidating behavior
- Loitering at entrances, exits or trespassing on Library property
- Soliciting money, donations, signatures, and/or distribution of unauthorized materials
- Bringing animals into the building, except properly identified service animals
- Entering staff-only areas unless invited and accompanied by a staff member
- Non-compliance with other library policies, including the Safe Child Policy as well as all local, state, and federal laws.

## **Pandemic Response**

In case of a local or global pandemic, Manlius Library will follow federal, state, and local guidelines, as well as industry best practices, to ensure the safety of our staff and patrons. Patrons are required to follow library policies as posted which may include, but are not limited to:

- Masks must be worn by all patrons when inside the library
- Patrons must observe social distancing of at least 6' from staff and other patrons
- Browsed items must be placed in quarantine bins
- Limited time for computer usage
- Time limits on library usage
- Temporary capacity limits resulting in reduction of number of patrons allowed in the building

Library staff will be respectful of all library guests and will enforce the Code of Conduct to ensure that the Library is preserved for the purposes for which it is intended while protecting the safety of both staff and

patrons. We appreciate your assistance so we may provide resources and services to all people who visit Manlius Library in a manner that ensures both safety and an atmosphere of courtesy, respect, and service excellence.

### **Enforcement**

The Board of Trustees of the Manlius Library has delegated to the Director and other library staff the authority to enforce the Manlius Library Code of Conduct. A patron who violates this policy will be notified of the portion of the policy that has been violated. A violation of this policy may result in a patron's expulsion from the Library, criminal prosecution, or other legal action as appropriate, depending upon the severity or frequency of the violation based upon the discretion of the Director or his/her designee. If possible, a patron who has violated this policy and is expelled for more than one (1) day will be given written notice of the violation.

### **Appeal**

A patron has the right to an appeal of an expulsion exceeding one (1) day. If a patron requests an appeal, the Library Director or his/her designee will strive to conduct the appeal at the time of the violation, unless the patron's behavior constitutes an immediate threat to health or safety, in which case the patron will be expelled from the Library immediately. A patron whose expulsion exceeds thirty (30) days has the right to a review by the Board of Trustees of the Manlius Library.

*Approved by Manlius Library Board of Trustees June 25, 2020*