



# Patron Code of Conduct Policy

The Manlius Library is an association library that strives to serve as a community center providing free access to cultural, intellectual, and informational resources for all residents of the Fayetteville Manlius School District. The Library also provides direct access (on-site services, including borrowing) to all card holders ("patrons") in the Onondaga County Library System.

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 require our patrons to conduct themselves in a respectful, orderly, and considerate manner.

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

- Respect the rights and property of patrons, visitors and staff
- Comply with all library policies, local, state, and federal laws
- Assume responsibility for personal property; the Library is not responsible for damaged, lost, or stolen items
- Wear shoes
- During an emergency, dial 911, follow any directions given by staff members, exit the building, and/or ask for assistance if need

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

- **By law**, smoking is barred within 100 feet of library property
- Refrain from bringing or consuming alcohol or illegal substances on library premises
- Disorderly conduct, including disruptive or illegal behaviors (property damage, littering, excessive noise, abusive or threatening conduct, sexual intimacy, or obscene language)
- Any behavior that disrupts the normal functioning of the library or creates an unsafe environment
- Impeding another person's use of the library services, resources, or facilities
- Failure to follow staff instructions
- Clothing that poses a safety risk
- Harassment of patrons or staff
- Loitering on Library property
- Political activity (campaigning)
- Soliciting money, donations, signatures, and/or distribution of unauthorized materials
- Bringing animals into the building, except service animals or part of a library sponsored program
- Entering staff-only areas unless invited and accompanied by a staff member
- Non-compliance with other library policies, including the Safe Child and Vulnerable Adult Policy as well as all local, state, and federal laws
- Damaging, stealing, or misusing library property, furniture, equipment, or materials
- Use of public restrooms in a way that damages or denies equitable access for others

Library staff will be respectful of all library visitors 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. Our building is available for those carrying out library-related activities. Those using facilities for non-library activities or acting in a way that disrupts other patrons will be asked to stop the behavior or leave the library.

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. Any visitor who violates this policy will be notified of the portion of the policy that has been violated. The visitor will be asked to change the problem behavior, and if a change is not evident or forthcoming, that visitor will be asked to leave library property for the rest of the day, at minimum.

Failure to leave if so required may result in the police being called and a possible charge of criminal trespass.

Serious and/or repeated violations of this policy may result in a visitor or patron's extended 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. A visitor who has violated this policy and is expelled for more than one (1) day will be given written notice of the violation and duration of the ban from library property.

### **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 their designee will strive to conduct the appeal in a timely manner and will notify the patron of the result in writing. A patron whose expulsion exceeds thirty (30) days has the right to a review by the Board of Trustees of the Manlius Library. This review will take place at the next board meeting, with results provided in writing. While the appeal process is taking place, the expulsion will stand.

*Approved by Manlius Library Board of Trustees on June 26, 2025.*