



DeWitt Community Library Patron Code of Conduct

effective 5/1/2016

The DeWitt Community Library wants to ensure that all Library patrons and staff feel comfortable, safe, and respected while using the Library. To meet these goals, the Library has established the following Code of Conduct.

Unacceptable behaviors or activities that may incur warnings and/or suspensions include, but are not limited to:

Violations of rules 1- 6 will result in immediate suspension of Library privileges for a period to be determined by the Executive Director or designee, but for no less than 1 (one) year. Criminal charges may also be brought.

1. Any harassment or invasion of privacy of Library staff or patrons (harassment may include, but is not limited to: physical, sexual, or verbal abuse, lewd or threatening behavior).
2. Bringing weapons of any kind into the Library.
3. Possession or consumption of alcohol or illegal drugs or being in a state of intoxication.
4. Stealing, damaging, or altering Library property.
5. Using falsified information to borrow Library materials or use Library services or facilities.
6. Violating federal, state, or local laws.

Violations of rules 7 – 20 may result in a verbal warning and /or suspension of Library privileges for a period to be determined by the Executive Director or designee, but not to exceed six months for the initial suspension. Longer periods of suspension may be imposed for repeat offenders.

7. Loitering, including but not limited to adults or teens using the Children's Room when not accompanied by children or when not accessing children's collections.
8. Refusing to leave the Library at closing time.
9. Using offensive language or engaging in unwanted conversation with patrons or staff.
10. Engaging in loud or boisterous behavior.
11. Inappropriate staring.
12. Entering non-public areas without the permission of a Library staff member.
13. Bringing animals into the Library, other than those necessary for the disabled or for a Library-sponsored program.
14. Gambling.
15. Photographing or filming on Library premises unless authorized by the Executive Director or her/his designee(s).
16. Violating the DeWitt Community Library Computer Policy, including display of obscene or pornographic materials.
17. Unauthorized use of Library telephones or of other equipment.
18. Attempting to check out materials with an invalid Library card.
19. Placing handouts or signs in the Library without the permission of the Executive Director or her/his designee(s).
20. Soliciting Library patrons or staff members for money, products or services.
21. Smoking or the use of tobacco products, including electronic cigarettes, on Library premises.

Violations of rules 21 – 25 may result in a verbal warning and, if the behavior is repeated or continues after a second warning, suspension of Library privileges for a period to be determined by the Executive Director or designee, but not to exceed three months for the initial suspension. Longer periods of suspension may be imposed for repeat offenders.

22. Sleeping in the Library.
23. Using a cell-phone or other personal audio or communications device in the Library.
24. Leaving children under the age of 12 (twelve) unattended or alone in the Children's Room.
25. Intentionally leaving personal items in the Library unattended. The Library is not responsible for any personal property brought into the Library. Unattended packages, bags, or other items will be brought to the attention of Mall Security or the DeWitt Police and items may be removed from the Library.
26. Failing to dress appropriately as determined by the Executive Director or designee.

Notification - Suspension of Library Privileges

A verbal notice of suspension that includes the period of suspension and the reason(s) for suspension will be given to the patron at the time of the action. If a person refuses to acknowledge the suspension or leaves the Library before notice can be given, the order will still be in effect. If the patron has a known mailing address, a written notice will be mailed to the patron's address. A copy of the notice will also be kept on file in the Library.

Any person who enters or remains on the Library premises after losing his/her Library privileges will be reported to the police for removal.

Right of Appeal

A patron with suspended privileges for one year or less may appeal in writing to the Library Executive Director within 10 (ten) working days of the date of the notification.

The patron must state clearly why he/she believes that his/her privileges should be restored. The Library Director or a designee will respond to the appeal in writing within 10 (ten) working days of the date the appeal was received.

The decision of the Library Director shall be final for suspensions of one year or less.

For suspensions of more than one year, a person may appeal to the DeWitt Community Library Board of Trustees. The Board will consider the appeal and make a final determination within 30 days of the date of the filing of the appeal.

Appeals should be mailed to the Board in care of the:
**DeWitt Community Library,
3649 Erie Blvd. East, DeWitt, NY 13214.**