

# CODE OF CONDUCT

## POLICY STATEMENT

The Board of Trustees of the White Plains Public Library is empowered by the City of White Plains to provide an atmosphere conducive to the enjoyment of Library facilities (Charter, City of White Plains, Article, XI, Section 273), where people of all ages may read, study, use Library equipment, and partake of Library activities and programs. The Board of Trustees is authorized to establish rules and regulations for the protection of Library resources, patrons, staff, and physical building (Charter, City of White Plains, Article XI, Section 273). The Library Director is authorized and directed by the Board of Trustees to interpret and enforce these rules and regulations in the best interest of the citizens of White Plains. Therefore, the following rules and regulations, referred to as the Library's Code of Conduct, have been established for all Library users -- children, young adults, and adults:

**In general, behavior that violates the law, behavior that interferes with the use and enjoyment of the Library by others, and behavior that interferes with Library employees in the performance of their duties, is prohibited.**

Anyone whose behavior is not in compliance with the Library's Code of Conduct will be asked to leave the building and is subject to loss of library privileges (New York State Education Law, Section 262).

Library visitors must cooperate with Library and security personnel enforcing the Code of Conduct.

If a person defies an order personally communicated by an authorized Library employee not to enter the Library or not to remain in the Library for failure to comply with the Code of Conduct, said person is subject to arrest for trespass (New York State Penal Law, Section 140.05). Any person banned from the Library may request a hearing from the Library Director or designee thereof.

*Copies of this Code of Conduct are available to the public at all public service desks, and the full document is posted in the Library. In addition, the following abbreviated list of rules is posted in all public areas:*

NO: Abusive language, Animals, Bare feet, Candy, Cell phone usage (except in the outer lobbies), Disruptive behavior, Disturbing noise, Distributing materials, Drinks, Feet on furniture, Food, Leaving or storing personal belongings, Loitering, Obstructing aisles, walkways or seating, Rearranging or moving furniture or other Library property, Running, Sleeping, Soliciting, Smoking, Sports equipment

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## LIBRARY USERS & VISITORS

*People demonstrating disruptive behavior will be required to leave the Library after one warning. Disruptive behavior includes but is not limited to, noisy, boisterous actions; inappropriate behavior; misuse of library property; uncooperative attitude; or actions that deliberately annoy others or prevent the legitimate use of the Library and its resources. Abusive language and behavior toward staff will not be tolerated.*

Library users and visitors shall not act in a disorderly manner, as set forth in New York State Penal Law, Section 240.20.

Library users and visitors shall not harass others, as set forth in New York State Penal Law, Section 240.26.

Noise levels must be kept low so that others will not be disturbed.

- Running, fighting, roughhousing, and other disruptive behaviors are not permitted.
- Personal appliances, such as computers, cassette players, radios and tape or CD players may be used only with earphones. The volume, with earphones, must be kept low enough so as to not be audible to others.
- Conversations, ring tones and other audible activities on hand-held devices such as cell phones are restricted to the outer lobbies (first and second floor). Use of such devices for quiet activities such as texting and web access is permitted.
- Patrons may not disturb others in lobby areas by speaking loudly or blocking stairs, exits, doorways or patron traffic.
- Roller skating, skateboarding, card playing, ball playing, and sports equipment are not permitted.

Children under the age of twelve must not be left unattended for any extended length of time in the Library; children under the age of eight must be supervised by a parent or adult guardian at all times.

The Children's Library serves young people through Grade 6. Children in Grade 7 and above are expected to use the Adult Library (first floor). If a child in Grade 7 or above is responsible for a younger sibling age eight or older, both children must remain together in the Children's Library.

Sleeping is not permitted.

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## LIBRARY USERS AND VISITORS, cont.

Public health codes must be observed. Library users must be fully clothed and wear shoes; bare feet are not permitted.

The use of alcohol and drugs is prohibited on Library property.

Smoking is not permitted anywhere in the Library, including the lobby, meeting rooms, rest rooms, hallways, and elevators.

Solicitation of any kind, including that for charitable organizations, is prohibited.

The distribution of unauthorized materials is not permitted in the Library. Materials must be submitted for review and approval for posting and/or distribution.

No animals permitted, with the exception of those to assist the disabled.

Criminal mischief is prohibited, for example, defacement of the interior of the Library, including but not limited to walls, furniture, windows, elevators; defacement of the exterior of the Library, including but not limited to walls, windows, plantings, shrubs, hallways, garage and surrounding property; defacement of Library materials (New York State Penal Law, Section 145.00.)

Eating and drinking are not permitted in any area of the Library open to the public. Groups using public meeting rooms may only serve food and beverages in accordance with the Library's policies (*see* Meeting Rooms policy).

Library furniture, fixtures, and property is arranged for effective Library operation and security and may not be moved or rearranged.

Visual recordings of Library users, staff, interiors, or exteriors are prohibited without the prior approval of the Library Director.

The following are prohibited on the Library Plaza: Endangering or impeding pedestrians; Outdoor recreational activities, such as skateboarding, skating, scooters, bicycling; Criminal mischief, disorderly conduct and any actions that violate the law.

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## **LIBRARY PRIVILEGES**

Individuals must abide by Library policies and rules and will forfeit use privileges for cause. Each individual must use his or her own valid White Plains or Westchester Library System card to access services.

All Library materials must be checked out at designated service desks. Each borrower assumes responsibility for materials checked out on his/her card unless the Library has been notified that the card has been lost or stolen.

Date due receipts for Library materials leaving the building must be presented at the request of Library or security personnel.

Materials must be kept clean and in good condition. Theft, defacement, and mutilation of Library materials are criminal offenses. Replacement charges are assessed for damaged Library materials.

Extended use fees are charged for late return of materials. Library privileges will be suspended until financial obligations are met by the borrower, or if Library material is more than 16 days overdue. The Library Director is authorized to employ a collection agency and seek other legal remedies to ensure the return of overdue materials.

## **PERSONAL PROPERTY**

The Library is not responsible for users' personal property. Signs advising users to protect personal property are displayed prominently throughout the public service areas. If a personal loss occurs, a staff member will assist the person in notifying the police of the loss.

Personal belongings at study tables and carrels should be limited to outerwear being worn plus items needed for library use, such as a book bag, briefcase or tote bag. Personal belongings at study tables and carrels may not obstruct aisles, walkways or seating for other patrons and may not be left unattended at any time.

Personal property will not be held at the Check Out or Reference Desks and may not be stored or left anywhere in the Library. Unattended personal property which is found in the Library will be kept in Lost and Found for up to thirty days and then will be disposed of.

Bicycle racks are available in front of the Library. Bicycles are not allowed in the Library, the lobby, or entrance ways to the Library.

Revised & Adopted by the

White Plains Library Board of Trustees on: 4/19/00; last rev. date 2/13/08

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