

9 Church Street  
Bloomfield, NY 14469  
585-657-6264  
[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

## **CODE OF CONDUCT POLICY**

Revised July 25, 2017

Revised 2/15/2021

The Bloomfield Public Library welcomes everyone to use Library facilities and resources for gathering, learning, connecting, innovating, and accessing information. This Code of Conduct is intended to protect the rights and safety of library users, protect the rights and safety of staff members, and preserve and protect the library's materials, facilities, and property.

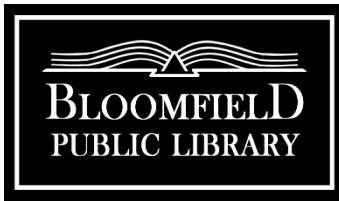
The library encourages and seeks mutual respect among patrons, and between patrons and Library staff. The Library requires that patrons shall be engaged in activities associated with the use of the Library while on Library premises. The Library reserves the right to evict from Library premises and refuse further admission to any individuals, and/or groups who infringe upon the rights of Library staff or patrons in their proper use of Library facilities, or who create disorder on the premises of the Library so as to interfere with the functions for which the Library was designed. Such behaviors include, but are not limited to:

### Guidelines

Library users must not engage in the following prohibited behaviors.

- **Illegal Activities, including but not limited to:**
  - Committing or attempting to commit any activity that constitutes a violation of any federal, state or local statute or ordinance.
  - Engaging in sexual conduct or lewd behavior on Library premises, as defined under New York Penal Law. (New York State Penal Code, Section 245 Public lewdness)
  - Use of controlled substances on Library premises. (New York State Penal Code, Section 220)
  - Smoking or other use of tobacco on Library premises or within 100 feet of a library entrance. (New York State Public Health Code, Section 1399)
  - Drinking alcoholic beverages on Library premises except for in Library sponsored programs approved by the Board of Trustees.
- **Harmful, Disruptive, or Destructive behavior, including but not limited to:**
  - Engaging in conduct that disrupts or interferes with the normal operation of the Library, or disturbs staff and Library users. Such conduct includes:
    - The use of abusive or threatening language or gestures.
    - Loud or boisterous behavior.
  - Any abusive, bullying, or threatening communication with library staff, whether in-person, over the phone, in writing, via email, or on social media.
  - Using Library materials, equipment, furniture, fixtures, buildings, or property in a destructive, abusive or potentially damaging manner, in a manner likely to cause personal injury to any person, or in any other manner inconsistent with the customary use thereof.
  - Misuse of library reference or other services, including, but not limited to excessive reference requests.

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- Disobeying the reasonable direction of Library staff members.
- Soliciting, petitioning or distributing written materials or canvassing on Library premises for any purpose without express permission of the Library staff.
- Interfering with the free passage of Library staff members or patrons in or onto Library premises including, but not limited to, placing objects such as bicycles, strollers, shopping carts or bags in such a manner as to impede free passage in or onto the premises. The Library also reserves the right to limit the size and number of items brought into the Library.
- Parking vehicles on Library premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense.
- Other inappropriate behavior:
  - Use of any communication or entertainment devices or technology at a volume that disturbs others, with or without headphones.
  - Sleeping inside the Library or anywhere on Library property.
  - Entering the Library with bare feet or bare chest.
  - Use of Library restrooms for bathing, shaving, or washing hair.
  - Disturbing other patrons because of offensive body odor.
  - Unhygienic behavior such as spitting, clipping nails, or changing diapers in public areas.
  - Eating or drinking around Library owned computers.
  - Unauthorized filming and photography.
  - Bringing animals into the Library, except service dogs in compliance with the Americans with Disabilities Act (ADA) or animals that are part of a pre-approved, library sponsored, program.
  - Wearing clothing item(s), specifically communicated to a patron by Library staff that reduces the Library's ability to identify a patron involved in a safety incident.

### Personal Possessions

Patrons should be watchful of personal possessions. The Library is not responsible for lost, damaged, or stolen personal possessions. Unattended belongings may be picked up and stored by Library staff.

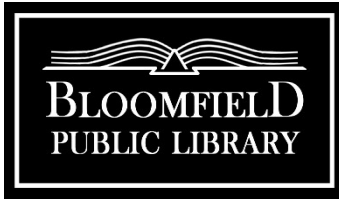
### Youth Safety

Parents/guardians are responsible for monitoring and regulating the behavior and materials borrowing of their children, whether or not the parent/guardian is present.

Children under the age of 10 must always be accompanied by a responsible adult while in the Library. Children age five or older may participate in Library programs, if the parent/guardian remains inside the Library throughout the duration of the program. Although Library staff attempt to ensure the safety of children in the Library, their duties as providers of Library services prevent them from being able to supervise each individual child. It is the responsibility of parents/guardians, and not that of the Library staff, to supervise their children.

Library staff are committed to:

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- Helping children find materials for educational and recreational pursuits;
- Providing an environment that encourages study and exploration;
- Planning programs that inform and enrich.

Parents/guardians and guardians are responsible for:

- Ensuring children act in accordance with the Guidelines outlined above;
- Ensuring children's behavior does not present a safety hazard to themselves, other users, or Library property;
- Preventing children's behavior from interfering with the use and enjoyment of the Library by others;
- Monitoring and regulating the material borrowing of their children.

#### Unattended Children Under Age 10

If it is determined that a child is lost or unattended, a staff member will attempt to locate the parent/guardian or responsible adult through the following steps:

1. Ask the child where their parent/guardian is and attempt to locate the parent/guardian in the building.
2. If the parent/guardian is not found in the building, a Library staff member will stay with the child until a parent/guardian arrives at the Library.
3. If the parent/guardian has not arrived within an hour, or if the Library is closing, the staff in charge will call the police.
4. Under no circumstances will a Library staff member take a child out of the Library building. If the Library has been closed, then two staff members will wait with the child inside the Library building. No staff member will take the child home.

#### Disruptive Attended Children

1. Children who are disruptive will be asked by Library staff to correct the behavior.
2. If the disruptive behavior continues, a staff member will inform the parent/guardian that their child is disturbing others.
3. If the parent/guardian refuses or is unable to control the behavior of the child, the family will be asked to leave the Library.

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