



9 Church Street
Bloomfield, NY 14469
585-657-6264
www.bloomfieldpubliclibrary.org

CODE OF CONDUCT POLICY

Adopted: 2/15/2021. Revised 02/24/25. Revised 4/20/26.

Purpose

This policy describes the standards of behavior the Bloomfield Public Library expects of everyone who uses the library. It applies to all patrons, visitors, staff, trustees, volunteers, and members of the public in library buildings, on library property, and at library-sponsored events.

The Bloomfield Public Library is a public place where people come to read, learn, and access information. The board of trustees has the authority under New York Education Law § 262 to establish rules for library use and to exclude any person who willfully violates them. These rules are designed to protect that environment for everyone. They apply equally to all patrons without regard to viewpoint, beliefs, or the purpose of a patron's visit.

This policy must be available for public inspection at the library and posted on the library's website, consistent with the requirements of 8 NYCRR § 90.2.

Using the Library

The library welcomes everyone. To keep the library a safe and productive place, everyone in the library must:

- treat other patrons, staff, and volunteers with courtesy and respect
- use a voice level appropriate to the area of the library you are in
- wear shoes and clothing appropriate for a public place
- use library equipment and materials for their intended purposes
- supervise children in their care

Parents and guardians are responsible for the behavior of children in their care. Library staff are not responsible for supervising unattended children. Children under the age of 12 are not permitted to use the library without a supervising parent or guardian.

Prohibited Conduct

The following conduct is not permitted in the library, on library property, or at library-sponsored events:

- fighting, threatening, or physically harassing any person
- verbally abusing, intimidating, or harassing any person, including library staff
- behaving in a way that interferes with other patrons' use of the library
- making unreasonable noise, including playing audio or video at a volume that disturbs others
- using library computers or equipment for any illegal purpose, including unauthorized network access, forgery, or copyright infringement
- possessing, using, or being under the influence of drugs or alcohol on library property
- soliciting, panhandling, or distributing materials without prior library approval
- bringing animals into the library, except service animals as defined under the Americans with Disabilities Act
- damaging, defacing, or removing library property without authorization
- remaining in the building after closing time
- Indecent exposure anywhere on library grounds

Prohibited Items and Substances

Firearms

New York's Concealed Carry Improvement Act designates libraries as sensitive locations where firearms are prohibited. No person may carry a firearm on library property, in library buildings, or at library-sponsored events, regardless of whether they hold a license or permit to carry. Exceptions apply to law enforcement and other categories defined by state law.

The library posts signage at building entrances to inform the public of this prohibition.

Smoking and Vaping

Smoking is prohibited within 100 feet of all library entrances, exits, and outdoor areas under New York Public Health Law § 1399-o. Smoking and vaping are prohibited inside the library and on library grounds.

Recording and Photography

Patrons may use personal devices to photograph or record in the library for personal, non-commercial purposes in general public areas. Recording must not interfere with other patrons' use of the library or violate any person's reasonable expectation of privacy.

Recording is prohibited in the following locations:

- the children's area
- restrooms and changing areas
- any other area designated by the library director

The library does not authorize any person to record library staff in the performance of their duties in a way that is harassing or that interferes with service delivery.

Health and Safety Conditions

The library may require a patron to leave if their physical condition presents an objective health hazard to other patrons or staff. The library will apply this provision based on observable, objective conditions rather than subjective assessments.

If a patron appears to be sleeping and staff cannot determine whether the patron is resting or experiencing a medical emergency, staff will follow the library's health emergency protocol. The Library maintains a Disaster Recovery Manual, available in the office, which serves as a guideline for all employees to follow in the event of an emergency. The manual serves to ensure that consistent procedures are followed to best provide safety and security for all Library patrons and employees. The manual cannot cover all situations and circumstances but should be used as a guide whenever possible.

Conduct That Begins at the Library

The library may respond to conduct that began on library property and continued off premises, such as a patron following or harassing another patron after they leave the building, when the conduct is connected to library services or occurred in response to a library interaction. The library will document such incidents and may take enforcement action under this policy.

Enforcement

Library staff will ask any patron whose behavior violates this policy to stop the behavior. If the patron does not comply, staff may ask the patron to leave the building for the remainder of the day.

For serious violations involving an immediate threat to the safety of any person, the library director or designee may impose an immediate temporary suspension of library privileges without prior notice. The library will notify law enforcement when a violation involves illegal conduct.

For violations that may result in a suspension of library privileges lasting more than one day, the library will follow the process described below.

Suspension of Library Privileges

The library may suspend a patron's library privileges for a defined period when a patron repeatedly violates this policy or commits a serious violation. Typical duration of suspension varies based on the violation, but can vary between 30 days, 90 days, 6 months, 1 year or an infinite ban on a patron's library privileges.

Before the library imposes a suspension of more than one day, the patron will receive:

1. Written notice describing the violation or violations at issue
2. A reasonable opportunity to respond in writing or in person before a final decision is made

The library director makes the decision on suspension. The director will document the violation, the notice provided, the patron's response (if any), and the decision reached.

Appeals

A patron who receives a written decision on a suspension may appeal that decision. The appeal process is:

1. The patron submits a written appeal to the library director within 10 days of the date of the written decision.
2. The director responds in writing within 10 business days.
3. If the patron is not satisfied with the director's response, the patron may submit a written appeal to the board of trustees within 10 days of the director's response.
4. The board will consider the appeal at its next regularly scheduled meeting or within 30 days, whichever comes first, and will notify the patron of its decision in writing.

The board's decision is final.

Documentation

Staff must complete an incident report for every enforcement action taken under this policy. The incident report must describe the conduct observed, the action taken, and the names of staff involved. The library retains incident reports and all related correspondence in accordance with its record retention schedule.

Staff Training

The library director is responsible for ensuring that all staff receive training on this policy, including training on non-escalation techniques and the process for involving a second staff member before taking enforcement action. Training occurs when staff are hired and at least once every two years thereafter.

Review

The board of trustees reviews this policy at least every five years, consistent with 8 NYCRR § 90.2.

Approved by the Bloomfield Public Library Board of Trustees on 4/20/26.