

## **Code of Conduct**

***The Briarcliff Manor Public Library is chartered to provide library services, including collections, programs, facilities and resources, to all members of the community. We are dedicated to offering a welcoming, safe and respectful environment and ask that patrons help us by following the Code of Conduct below when in the Library.***

The following are not allowed:

- Excessive noise, including from talking or cell phone/device use,
- Profane, obscene, abusive or threatening language or gestures,
- Boisterous activity, including running,
- Eating or drinking, except from a covered container,
- Animals, except those assisting a person with a disability.
- Filming or photographing patrons without their permission,
- Soliciting or providing fee-based services, including tutoring,
- Smoking or vaping,
- Weapons, except for law enforcement,
- Engaging in sexual acts,
- Trespassing.

The following must be observed:

- Children under the age of 10 and vulnerable patrons must be accompanied by a parent or caregiver age 14 or older.
- Appropriate attire, including shoes and shirts, must be worn.
- Library materials must be checked out before being removed from the building.
- Library staff may require library cards or proof of name/residency in order to complete transactions.
- Library personnel are to be treated with respect and consideration.

## Briarcliff Manor Public Library Policy Statement

Please note that:

- Enforcement of the Code of Conduct will be conducted in a fair and reasonable way.
- Patrons may be asked to leave the library if they are not in compliance. The Library staff may call the police when necessary.
- This Code of Conduct is not a complete list of violations or prohibited behavior and is intended for guidance only. The library staff is authorized to take appropriate action in response to any other behavior which can reasonably be deemed to be unsafe, offensive or disturbing to library patrons or staff members.
- Patrons shall have the right to express a concern in writing to the Library Board of Trustees.

Adopted by the Briarcliff Manor Public Library Board of Trustees on July 28, 2021, revised September 14, 2022.