

Library Code of Conduct

Catskill Library & Palenville Branch Library

Approved November 2018

The Catskill Library & Palenville Branch are dedicated to providing free access to the world of ideas, learning and entertainment for the enrichment of their respective communities. In order to provide such access, a safe and comfortable environment is essential, therefore the following Code of Conduct has been established:

Respect for Self, Others, and Property:

Be respectful of Library Staff ('Staff'), Library Users ('Patrons'), Materials, and Property.
Disrespect or harassment of personnel, misuse or destruction of Library property will not be tolerated.

A reasonable level of quiet is expected.
Please silence/mute all personal electronic equipment; cell phones may be used outside away from Library entryways.

Proper attire (shirts, shoes, pants) is required. Visible undergarments are not acceptable.

The Youth Services area (Ground Floor: Catskill Library / Kids Room: Palenville) is for ages 0-17 as well as Parents, Guardians, Caregivers (PGC) who have children in their care. Children aged 10 and younger must be accompanied by a PGC aged 16 or older. PGC's, not Staff, are responsible for supervising children while in the building. Staff will attempt to contact the PGC of children 10 and younger who are unattended in the Library as well as those left after library hours. If no PGC can be reached, Staff may contact the Catskill Police Department for assistance.

Animals are not allowed in the building, this includes pets and therapy animals. Exceptions: service dogs, for library programs, and those accompanying law enforcement officials.

Bicycles and scooters are to be stored outside the building.
Patrons, not Staff, are responsible for locking/securing their property.

Personal property is the responsibility of the owner.
Patrons are encouraged to keep all personal belongings with them. If belongings are unattended, Staff has the right to move or inspect any item left unattended.

Public use of the Library phone is at the discretion of Staff.

Only one person is allowed in the bathroom/s unless attending a child or a person in need of assistance.

Smoking is not allowed near entryways.

The following activities are prohibited in or on Library Building/Grounds: sleeping, eating (snacks, not meals, are allowed in designated areas), soliciting, loitering, overt displays of affection, panhandling, fighting, swearing, bathing, running, rollerblading, skating, alcohol or drug use/sale, public intoxication, firearm possession/use.

Distribution of informational material by patrons is not allowed unless approved by Library Director, Branch Manager or Head of Circulation.

Computer Area Conduct: See *Computer Use Policy*.

Responsibility for your actions:

If a Patron violates the Code of Conduct, Staff will make every reasonable attempt to ensure awareness of the rule/s. At their discretion, two warnings will be given. If misconduct continues, the Patron will be asked to leave; if Patron refuses, Staff has the right to call the authorities. A note will be added to the Patron's account, an incident report will be filed and the Library Director, if unavailable, will be notified. If the Patron is a minor (under 17), staff will attempt to notify the minor's Parent/Guardian/Caregiver.

Anyone in violation of this Code may have his/her Library privileges revoked and/or may face legal action.