

Patron Code of Conduct

Catskill Library & Palenville Branch Library

Board-approved December 2020

The Catskill Library and Palenville Branch (the “Library”) 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 library established the following Code of Conduct, and has subsequently added additional provisions in response to the Covid-19 crisis:

Respect for Self, Others, and Property:

1. Patrons should be respectful of Library staff and Library patrons. The Library will not tolerate disrespect or harassment of staff or patrons.
2. Patrons should not misuse or damage Library materials or property, or misappropriate or disturb property of other patrons.
3. Patrons should maintain a reasonable level of quiet. Patron should silence all personal electronic equipment and only use cell phones outside and at a distance from Library entrances.

Safety concerning infectious disease:

1. The Library will abide by federal and New York State law, and NY State Executive Orders (including Order 202.34) regarding face coverings and other safety measures.
2. Library Staff and patrons shall abide by distancing requirements providing for individuals in public to maintain a social distance of at least six feet from others, at all times as long as required by the Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA).
3. When the above laws and directives so provide, the Library will not admit any persons without face coverings.
4. When face coverings are required, if a patron does not have a facemask, the Library will provide a disposable mask (while supplies last), or make reasonable accommodation to assist the patron. Reasonable accommodations include assisting the patron by telephone or email, or providing service to the patron outside the Library building while maintaining a six-foot minimum separation.
5. The Library will require patrons who fail to abide by the above requirements to leave.

General Provisions:

1. The Youth Services area (ground floor in the Catskill Library, Kids' Room in Palenville Branch) is for patrons aged 0-17 and accompanying Parents, Guardians, or Caregivers (PCG). Children aged 9 and younger must be accompanied by a PCG aged 16 or older. PCGs, not Library staff, are responsible for supervising children in the Library. If children 9 or younger are unattended at any time, staff will attempt to contact PCGs. If no PCGs take charge of unattended children, staff may contact police for assistance.
2. Personal property is the responsibility of the owner, not of Library Staff. Patrons should lock or secure their property appropriately.
3. Patrons should keep their personal belongings with them. Library staff have the right to move or inspect unattended items.
4. The Library's *Computer Use Policy* sets forth rules for computer use.
5. Patrons may only use the Library telephone at the discretion of staff.
6. Only one person should use the bathroom at a time, unless required to attend a child or a person in need of assistance.
7. For the comfort of all library visitors, the Library requires patrons to be dressed while on the premises. Entering the library barefooted, without a shirt, and/or bottoms, which is disruptive to the library environment, is not permitted.

The following are prohibited inside the Library:

1. Smoking or vaping (both inside the Library and outside within 20 feet of doorways).
2. Bicycles, scooters, or similar equipment, which should be kept outside the building.
3. Animals, with the exception of service dogs (not therapy animals), law enforcement animals, and animals permitted by staff for program purposes.
4. Distribution of information materials except when specifically approved by the Library Director, Branch Manager, or Head of Circulation.
5. Any disruptive activity, including sleeping, eating (except for snacks permitted in designated areas), soliciting, loitering, overt physical displays of affection, panhandling, fighting, swearing, bathing, running, rollerblading, skating, alcohol or drug use or sale, intoxication.
6. Possession of drugs or alcohol.

7. Possession of firearms.

Enforcement:

1. If a patron violates this Code of Conduct, staff will attempt to make the patron aware of the violation and the applicable rules. Staff has discretion to give up to two warnings, after which the patron will be required to leave. If a patron refuses to leave, staff may call the appropriate public authorities.
2. In the event of a violation as described above, staff will make a note on the patron's account and file an incident report, notifying the Director. If the offending patron is a minor (less than 18 years of age) staff will attempt to notify their PGC.
3. **Anyone in violation of this Code of Conduct may have their Library Privileges revoked or may face legal action.**