



PATRON CODE OF BEHAVIOR

Under the provision of Chapter 2.26 of the New York State Education Law, the Badenhausen Reading Room Board of Trustees may enact regulation that serve to insure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the Reading Room. The Board of Trustees is committed to providing an atmosphere where people of all ages may come to read, browse, do research, or study. This policy does not prohibit quiet conversations between patrons and/or staff members or conversations required to carry on reading room programs or business. It is designed to preserve a reasonably quiet atmosphere where patrons may use reading room services and materials without disturbance. This policy has been established for all patrons. It is a charge of the staff to see that the rights of individuals to use the Reading Room are upheld. The staff is obligated to enforce these guidelines so that the facility can be used to the fullest by all persons.

- If a patron is not responsive to the needs of other Reading Room users or disregards the policies protecting patrons, staff, and property, the patron will be asked to leave.
- The Director, acting on behalf of the Board of Trustees, may also suspend the Reading Room privileges of any individual who willfully violates regulations when severity or continued reoccurrence warrants such action. The Director will inform the Board of any such action taken.
- Those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by the staff, will be subject to legal repercussions.

Questions regarding the interpretation of guidelines will be referred to the Director. The use of the Reading Room may be denied for due cause. Patrons are expected to observe and follow all aspects of the policies outlined in this handbook, including those outlined below:

- Food and beverages are allowed in the building. Patrons shall take caution in the vicinity of Reading Room materials and technology devices. Patrons are fully expected to clean up after themselves (crumbs, spills, sticky residue, etc) and dispose of all garbage.
- Patrons must be appropriately attired, which includes footwear and shirts.

- The Badenhausen Reading Room property, including the building and grounds, is free from tobacco, marijuana, and vaping use. This is in accordance with Public Health Law §1399-o, subdivision 6.
- Pets and animals are not allowed in the building except trained service animals or those invited as part of a program.
- Patrons are welcome to use various electronic devices in the Reading Room as long as such devices are not distracting to other patrons. This includes, but is not limited to, cell phones, tablets, e-readers, and laptops. All electronic ringers and notifications shall be put on silent/vibrate.
- Quiet and decorum are to be maintained at all times. Obscene, offensive, loud, boisterous, and/or distracting or annoying behaviors are prohibited unless part of a sponsored program.
- A patron who damages, defaces, or steals Reading Room property or services will be required to make restitution and will also be subject to arrest and prosecution. This includes, but is not limited to, damage to computers, headphones, books, DVDs, magazines, and other library property.
- Loitering on the premises under the circumstances that warrant alarm for the safety or health of any person or property in the vicinity is prohibited. Sleeping on the premises by persons over the age of five for more than fifteen minutes is prohibited.
- Patrons may not enter the library before opening or remain in the library after closing time, unless participating in a sponsored program or volunteer activity.
- Only persons on Reading Room business will be allowed to solicit for the sale of goods and services in the Reading Room; such persons will meet only with authorized personnel. Exceptions may be made for Reading Room-sponsored activities, community groups, or organizations affiliated with the Reading Room.
- Unattended and/or unsupervised children under eight years of age are not allowed in the Reading Room. If a child under eight is attending a program, it is required that the parent/guardian or responsible person remain throughout the program. Children under eight years of age shall not remove books from the shelves without the direct supervision of their parent/guardian or responsible person. We expect parents/caregivers to be responsible for the types of materials checked out by their children. The staff does not limit choices or censor materials.
 - o The Reading Room expects parents/caregivers to monitor children when using computers and accessing the internet. The staff does not limit or censor internet searches.
 - o Children of all ages are encouraged to use the Reading Room for homework, recreational reading, and program attendance. The staff realizes that the Reading Room will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the Reading Room. If after a second warning the child continues to be disruptive, they will be asked to leave. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.
 - o The staff is not responsible for supervising children left alone when the Reading Room is closed but will make attempts to reach a parent or caregiver for immediate pick-up. If a parent cannot be

reached within fifteen minutes of the closing of the Reading Room, local law enforcement will be called to pick up the child. Under no circumstances will a staff member drive a child home.

- There shall be no running, rough-housing, standing on furniture, throwing of toys or other items. Children's toys shall be kept in the children's room, and put away in the toy bins after each use.
- Parents/guardians or designated persons are responsible for the behavior of children while in the Reading Room. Staff will not assume responsibility for the care of unattended or unsupervised children (of any age) in the Reading Room.
- The Reading Room's telephone is not for public use except in the case of emergency.
- No patron shall endanger the safety and security of the building or patrons by tampering with any lock, any entry/exit door or doorway, accessibility lift, furniture, facilities, or other items.
- Illegal activities such as assault, criminal mischief, drunk and/or disorderly conduct, harassment, public lewdness, theft and the use, selling, or possession of controlled substances while on Reading Room property will result in the proper authorities being contacted.

Adopted by the Badenhausen Reading Room Board of Trustees on January 11, 2022