

Putnam Valley Library Patron Code of Conduct

In order to insure constructive use of Library facilities, materials, and services, as well as the personal comfort of all patrons, the Board of Trustees of the Putnam Valley Library, under section 262 of the New York State Education Law, has established the following rules for use:

- Patrons shall be engaged in activities associated with the use of a public library while in the building. Behavior that disrupts library service to others is unacceptable.
- Any form of harassment directed at library users or personnel will not be tolerated.
- Respect for the rights and needs of all library users shall be maintained at all times and use of the library's materials shall be so supervised that the broadest number of people can be adequately served.
- All members of the public will conduct themselves so that they will not interfere, by their actions or speech, with the legitimate rights of other library users.
- Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the Library.
- Misconduct such as the use of foul or threatening language and gestures, public drunkenness, drug usage, sale or exchange of alcohol or drugs, loud talking, and laughing, running, pushing, and fighting, and other offensive behavior will result in expulsion from the building and suspension of library privileges.
- The Library assumes no responsibility for the care and supervision of children. Parents or caregivers must supervise the behavior of their children. Additionally, children 11 years of age or under must be accompanied at all times.
- Eating and drinking must be done outside the library.
- Smoking or vaping shall not be permitted and no person shall smoke or vape within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; provided, however, that the provisions of this subdivision shall not apply to smoking or vaping in a residence, or within the real property boundary lines of such residential real property.
- Only animals assisting the handicapped are permitted in the building.
- Patrons shall not be permitted to enter the building without footwear or without a shirt or other covering on their upper bodies.
- Personal hygiene is expected of those who use the library and its materials.
- Other unacceptable library behavior includes sleeping, staring, stalking, or photographing Library users or staff, soliciting, loitering, littering, damaging Library property, disruptive use of personal communications or entertainment devices, such as cell phones, headphones, and radios, excessive public displays of affection or sexual misconduct.
- Patrons are encouraged to report disruptive individuals to the staff.
- Library materials must be returned on time and in good condition. Overdue fines and/or replacement costs must be paid or library privileges will be suspended.

- A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges and will be subject to financial liability for damages.
- A library patron who vandalizes, steals, or destroys any library material, equipment or building components will forfeit all library privileges and will be subject to financial liability for damages and arrest.
- Masks are encouraged for all patrons.

Updated February 2022