



## POLICIES OF THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY

### POLICY 3.1 RULES OF CONDUCT FOR LIBRARY USERS

Revised: 7/15/92

Revised: 5/6/97

Revised: 4/23/01

Revised: 9/19/05

Revised: 7/16/07

Revised 10/20/08

Revised 10/15/12

Revised 04/20/2015

#### Need for this Policy:

A policy is needed to promote and maintain a library atmosphere in which patron behavior is non-intrusive to others and materials are protected.

#### Policy:

No person shall engage in disruptive behavior; make unreasonable noise; use abusive or obscene language; physically or sexually harass others; obstruct pedestrian traffic; loiter; steal or damage Library property; gamble; litter; or create a hazardous or physically offensive condition.

All conversation shall be kept as low as possible and of minimum duration.

Parents are responsible for the actions of their children. However, if the children's actions are disruptive, or if children are left unattended, particularly at closing times, it is the Library's policy to discuss the issue with the parent.

Non-alcoholic beverages in spill-proof containers are permitted in areas of the Library open to the public, except at the public computers and in the Children's Library. Water in spill-proof containers is allowed in the Children's Library. Food is not allowed in any areas of the Library open to the public except when approved by the Director. No food or drink is allowed in the Local History Room at any time.

Patrons must be properly attired when in the building. Shirts and shoes must be worn in the building. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be asked to leave the building.

No smoking is allowed anywhere on Library property, including in the parking lot, on the grounds, in the building, and in the Reading Garden.

All patrons are expected to observe the rights of other Library users and staff.

No animals are allowed in the Library, except those which assist disabled people or those used in Library programs.

Taking surveys, asking people to sign petitions, distributing leaflets, and other similar activities are permitted only when authorized by the Library. Soliciting donations or selling products or services is not permitted. Activities of the Friends are exempt from the provision of this paragraph.

Patrons shall not be intrusive, nor harass or annoy others by staring at another person with the intent to annoy that person, or by following another person about the building with the intent to annoy that person.

#### Responsibilities:

It shall be the duty of the Director, or whomever is designated to act in his/ her capacity to see that the rules are carried out. Any person who fails to observe the above Rules of Conduct will be asked to comply or leave.

Approved: 3/13/85