



effective 9/1/2017

The Community Library of DeWitt & Jamesville wants to ensure that all Library patrons and staff feel comfortable, safe, and respected while using the Library. To meet these goals, the Library has established the following Code of Conduct.

Violations of rules 1 – 6 will result in immediate suspension of Library privileges for a period to be determined by the Executive Director or designee, but for no less than one year. Criminal charges may also be brought.

1. Any harassment or invasion of privacy of Library staff or patrons (harassment may include, but is not limited to: physical, sexual, or verbal abuse, lewd or threatening behavior).
2. Bringing weapons of any kind into the Library.
3. Possession or consumption of alcohol or illegal drugs or being in a state of intoxication.
4. Stealing, damaging, or altering Library or patrons' property.
5. Using falsified information to borrow Library materials or use Library services or facilities.
6. Violating federal, state, or local laws.

Violations of rules 7 – 20 may result in a verbal warning and /or suspension of Library privileges for a period to be determined by the Executive Director or designee, but not to exceed six months for the initial suspension. Longer periods of suspension may be imposed for repeat offenders.

7. Loitering, including but not limited to adults or teens using the Children's Room when not accompanied by children or when not accessing children's collections; loitering outside of the Library anywhere on Library property.
8. Trespassing on Library property not designated for public use.
9. Leaving children under the age of twelve unattended or alone in the Children's Room.
10. Refusing to leave the Library at closing time.
11. Using offensive language or engaging in unwanted conversation with patrons or staff; engaging in loud or boisterous behavior or inappropriate staring.
12. Entering non-public areas without the permission of staff.
13. Bringing animals into the Library except for designated service animals or animals used in Library programs.
14. Gambling.
15. Photographing or filming on Library premises unless authorized by the Executive Director or designee.
16. Violating the Community Library of DeWitt & Jamesville Computer Use Policy, including display of obscene or pornographic materials.
17. Unauthorized use of Library telephones or equipment.
18. Attempting to check out materials with an invalid Library card.
19. Soliciting Library patrons or staff for money, products or services.
20. Smoking or the use of tobacco products, including electronic cigarettes, anywhere on Library property.

Violations of rules 21 – 25 may result in a verbal warning and, if the behavior is repeated or continues after a second warning, suspension of Library privileges for a period to be determined by the Executive Director or designee, but not to exceed three months for the initial suspension. Longer periods of suspension may be imposed for repeat offenders.

21. Sleeping in the Library.
22. Using a cell-phone in non-emergencies or using other personal audio or communications devices audible to others.
23. Intentionally leaving personal items unattended in the Library or anywhere on Library property.
24. Sledding, skateboarding, and rollerblading on Library property.
25. Bringing bicycles into the Library.
26. Failing to dress appropriately as determined by the Executive Director or designee.
27. Placing handouts or signs in the Library or anywhere on Library property without the permission of the Executive Director or designee.

Notification - Suspension of Library Privileges

A verbal notice of suspension that includes the period of suspension and the reason(s) for suspension will be given to the patron at the time of the action. If a person refuses to acknowledge the suspension or leaves the Library before notice can be given, the order will still be in effect. If the patron has a known mailing address, a written notice will be mailed to the patron's address. A copy of the notice will also be kept on file in the Library.

Any person who enters or remains on the Library premises after losing his/her Library privileges will be reported to the police for removal.

Right of Appeal

A patron suspended for one year or less may appeal in writing to the Library Executive Director within ten working days of the date of the notification. The patron must state clearly why he/she believes that his/her privileges should be restored. The Library Director or a designee will respond to the appeal in writing within ten working days of the date the appeal was received. The decision of the Library Director shall be final for suspensions of one year or less.

For suspensions of more than one year, a person may appeal to the Community Library of DeWitt & Jamesville Board of Trustees. The Board will consider the appeal and make a final determination within 30 days of the date of the filing of the appeal. Appeals should be mailed to the Board in care of the: **Community Library of DeWitt & Jamesville**
5110 Jamesville Road, DeWitt, NY 13078.