

## Heermance Memorial Library

### Patron Code of Conduct

In order to ensure constructive use of library facilities, materials, and services, as well as the personal comfort of all patrons and staff, the Board of Trustees has established the following rules for use and has charged the library staff with their interpretation.

1. Patrons shall be engaged in activities associated with the use of a public library while in the building.
2. Misconduct, such as public drunkenness, drug usage, sale or exchange of alcohol or drugs, is prohibited, and the police will be notified.
3. The use of foul or threatening language and gestures, running, pushing, fighting, and other offensive behavior is not allowed.
4. The library assumes no responsibility for the care and supervision of children. Parents or caregivers must supervise the behavior of their children. Additionally, children under the age of 8 must be supervised at all times.
5. Snacks and nonalcoholic drinks (in closed containers) are permitted at the tables in the stack area. Refreshments may be provided in other areas during meetings or special library programs.
6. Smoking any substance is not permitted in the library or on library property. Examples of prohibited smoking devices include, but are not limited to, cigarettes, e-cigarettes, and vaporizers.
7. Pets are not permitted in the library. Only animals properly identified as service animals that aid the physically challenged and those involved in Library programming are allowed. However, any animal whose behavior poses a direct threat to the health or safety of others will be excluded from the building.
8. Patrons must be fully clothed, including foot ware, to enter the building.
9. Patrons shall maintain a generally acceptable standard of personal hygiene. Unpleasant body odor which may offend others is unacceptable.
10. Other unacceptable library behavior includes sleeping, stalking, soliciting, loitering, littering.
11. Willful destruction or stealing of library property, equipment and/or materials is illegal and perpetrators will be arrested and subjected to financial liability for damages.
12. Patrons are encouraged to report disruptive individuals to the staff.
13. Library materials must be returned on time and in good condition. Patrons are liable for damage to library materials.
14. Any patron who deliberately alters a library computer database or destroys computer equipment will be subject to financial liability for damages.
15. Patrons must adhere to the library hours as posted except with express consent of the director or the staff person in charge.

Patron concerns should be brought to the attention of the library director.

Any patron who violates these rules and regulations may be required to vacate the library premises and may be denied the privilege of access to the library or borrowing privileges by the staff person in charge.

A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees, after a written appeal is submitted to the Heermance Memorial Library Board of Trustees by the patron.

**Adopted by the Board of Trustees of The Heermance Memorial Library January 14, 2003**  
**Revised by the Board of Trustees of The Heermance Memorial Library August 16, 2007**  
**Revised by the Board of Trustees of The Heermance Memorial Library February 20, 2014**  
**Revised by the Board of Trustees of The Heermance Memorial Library June 20, 2019**

**Heermance Memorial Library**  
**1 Ely St**  
**Coxsackie, NY 12051**