

## **RULES OF PUBLIC BEHAVIOR**

Guilderland Public Library strives to ensure a safe and appropriate environment for the conduct of library business by both patrons and staff. Towards that end, the Board of Trustees of Guilderland Public Library has established rules of appropriate behavior for Library use and charged the Library Director with enforcement of this policy. All Library staff members are responsible for ensuring compliance with this policy.

This policy has been adopted for the comfort and protection of all who use Library materials and services. Conduct will not be permitted if it is disruptive, disturbing, or potentially harmful to others, if it otherwise interferes with the enjoyment and use of the Library by other patrons, if it interferes with the ability of staff to perform their duties, or if it is inconsistent with the Library's mission.

The following are examples of behaviors which are not permitted. This list is not exhaustive, but is provided to illustrate the types of behaviors prohibited under this policy.

1. Engaging in loud, abusive, aggressive, or threatening conduct; fighting or challenging others to a fight; using profane language or obscene behavior or engaging in harassing behavior of any kind.
2. Engaging in loud conversations, screaming, yelling, or making any other noise that disturbs other Library users or staff. All equipment with sound, such as laptops or smartphones, must be used with earphones.
3. Engaging in any kind of sexual activity, lewd behavior, or sexual harassment, including:
  - a. Any form of intimidation or harassment, whether direct or implied, physical or verbal, directed at the gender or sexual orientation of a patron or staff member.
  - b. Offensive remarks, comments, innuendos, or insinuations of a sexual nature, however intended, when directed to a patron or a staff.
4. Engaging in gambling or wagering money or anything of value.
5. Using or distributing alcohol or illegal/non-prescribed drugs, or being under the influence of drugs or alcohol resulting in erratic behavior or disrupting the use of Library by others.
6. Using tobacco products or other smokable or vape-able products in the Library that would cause aerosol particles to be dispersed. Smoking of any type is prohibited on Library property by New York State law.
7. Carrying any weapons on Library premises, including lawfully registered concealed weapons, to the fullest extent permitted by law.
8. Damaging or stealing of Library, patron, or staff property.

9. Entering or using the Library in bare feet or without a shirt. Patrons must remain fully clothed while using the Library.
10. Having bodily hygiene or possessions/belongings that are of such a strong odor that it would impede the use of the Library by others, including heavily applied perfumes/colognes/lotions/hygiene products.
11. Bathing in public restrooms.
12. Changing clothing in the Library except in single-use stalls or restrooms.
13. Damaging public restrooms in such a way that prevents their use by others.
14. Entering staff-only areas.
15. Using meeting rooms without permission.
16. Sleeping on Library property.
17. Obstructing access to Library resources for staff or other patrons.
18. Consuming food or drink in a manner that damages Library property or impacts the ability of other patrons to use the Library. All food debris and trash must be properly disposed of by the patron who brings it into the Library.
19. Using roller skates, roller blades, skate shoes, skateboards, bicycles, shopping carts, or similar items inside the Library. Bicycles should be stored in the designated rack when not in use. No such items may be left on Library premises overnight.
20. Petitioning, campaigning, electioneering, interviewing, survey-taking, soliciting, sales, panhandling, or similar speech or conduct.
21. Bringing animals into the Library and entrance/exit areas except service animals permitted under the ADA.
22. Moving furniture in such a way that disrupts Library operations or impacts the ability of others to use the Library.
23. Using any Library resource, including its public access computers/wi-fi network to engage in illegal activity or to injure or harass another person.
24. Failing to follow directions or instructions given by a Library staff member.
25. Behaving in a manner prohibited by Federal, State or Local Law on Library premises.

Reasonable accommodations to the foregoing restrictions may be made for legitimate medical needs, disabilities, or other extenuating circumstances.

In the event of violation of this policy, including disruptive behavior that is not specifically listed above, the Library Director or their designee may enforce this policy to the extent necessary to ensure the safety of patrons and staff, and the ability for the public to have access to Library resources and services. This may include immediate removal from the premises. Those who are unwilling to leave, or who do not leave within a reasonable amount of time after being instructed to do so by the staff, may be subject to removal or prosecution by the Guilderland Police Department.

The Library may withhold Library privileges from any and all persons who shall willfully violate this policy. For purposes of this policy, “withholding of Library privileges” means prohibiting an individual from entering or remaining on Library property or using the Library’s physical materials.

**PERSONS WHO VIOLATE THIS POLICY ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:**

**FIRST OFFENSE: LIBRARY PRIVILEGES MAY BE REVOKED FOR UP TO SIX MONTHS.**

**SECOND OFFENSE: LIBRARY PRIVILEGES MAY BE REVOKED FOR UP TO ONE YEAR.**

**CONSEQUENCES FOR ANY FURTHER OFFENSES ARE AT THE DISCRETION OF THE DIRECTOR.**

**Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately expelled from the Library if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.**

Appeal Process

Persons whose Library privileges are withheld for more than 30 days pursuant to this Policy may appeal to the Library Board of Trustees by appearing in person during the next regularly scheduled Board meeting following receipt of the Library’s mailing of notice of withholding of privileges. Notwithstanding the revocation of privileges, any such person will be allowed to enter the Library for the limited purpose of attending the Board meeting at which the Board will hear their appeal. The Board shall hear the appeal during Executive Session and shall make a determination or otherwise respond in writing within 10 days.

Approved January 17, 2019

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