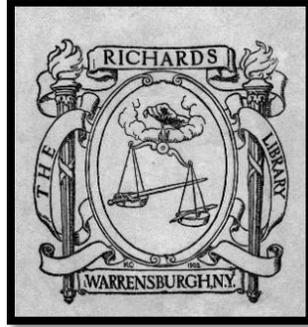


The Richards Library Policies



Library Code of Conduct

In order to provide resources and services to all people who visit The Richards Library in a manner that ensures both their safety and an atmosphere of courtesy, respect, and service excellence, the Library Board of Trustees has adopted the following Code of Conduct Policy. Its purpose is to guarantee that The Richards Library is able to carry out its mission and ensure that no person or group is denied access to library facilities, programs or services due to behaviors that create an environment or atmosphere that is unsafe, disruptive, or not conducive to the Library's mission. The following are rules and regulations of The Board of Trustees of The Richards Library. These are effective February 6, 2017 and will be reviewed biannually.

The enforcement of the Code of Conduct will be applied evenly, consistently, and fairly. Access to Library facilities and/or services may be denied to any patron involved in behavior that is disruptive, constitutes a nuisance, creates an unsafe environment, or prevents The Richards Library from accomplishing its mission.

The Library reserves the right to request patron I.D. at any time.

Personal Rules of Conduct include, but are not limited to:

- Weapons of any type are prohibited;
- Use of profane, obscene, threatening, or injurious language or gestures is prohibited;
- Viewing of pornography on library devices or through library Wi-Fi is strongly discouraged as not to infringe upon the rights of the other patrons;
- Use of skateboards, roller blades, roller skates, or "razor" style scooters is not allowed in the Library or on Library premises;

- Sidewalks must remain obstacle-free at all times;
- The use of tobacco products, electronic or “e-cigarettes”, and vaping is prohibited on all Library property;
- Shirts and shoes are required for health reasons and must be worn at all times while in the Library. In the case of footwear, the patron will need to show proof of a pre-existing medical condition or it conforms to a particular religious more;
- Use of alcoholic beverages, except for private Library events, or illegal drugs is prohibited. Persons under the influence of alcohol or illegal drugs are not allowed on Library property and will be asked to leave;
- Solicitation is not allowed on Library property;
- Sleeping in the Library is discouraged.

Patrons may not interfere with the Staff’s performance of their duties. This includes engaging in extended conversations or behavior that engages or forces the attention of:

- Staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment;
- Animals are not allowed in the Library with the exception of a certified service animal and animals brought in for special programs.

The Library prohibits any activity or conditions that unreasonably interferes with Library safety or use; performance of duties by Library Staff; or the quiet and peaceful enjoyment of the Library or Library resources. This includes, but is not limited to:

- Harassing or threatening Library users or Staff;
- Staring at, following, or photographing without permission Library users or Staff;
- Making any loud or unreasonable noise or other disturbances such as running or talking loudly;
- Disruptive use of personal communications or entertainment devices;
- Offensive body odor due to poor personal hygiene, overpowering perfume and/or cologne;
- Inappropriate public displays of affection;
- Sexual misconduct;
- Defacing or intentionally damaging Library property;
- Theft or attempted theft of Library property or the property of patrons and/or Staff;
- If the person refuses to leave the premises and/or property, the Warren County Sheriff’s Office will be called.

The Library reserves the right to search bundles, packages, backpacks, briefcases, purses, and other containers upon a patron entering or leaving

the Library in order to protect and preserve the safety and security of property and people using the Library.

Unattended Children

The Richards Library welcomes children of all ages to the Library. Library Staff members are available to assist children with library materials and services. It is the responsibility of the parents and/or guardians to supervise their child or children at all times in the Library or on Library grounds. The Library is not a substitute for childcare or a babysitting service. Failure to adequately supervise children may result in danger to the child or children and/or the disruption of other Library patrons. Also see the Library's policy on Unattended Children.

For the safety and comfort of children:

- All children under Primary School age shall be accompanied by a person or caregiver at all times. Older siblings or babysitters under 16 years of age are not suitable substitutes for legal guardians or caregivers;
- Children aged 5 years to 11 years old may be left unattended for up to an hour and a half, subject to the rules and regulations of the Library. Children who have special needs related to physical or mental ability, to behavior, emotional problems, lack of adequate attention span, incomplete social skills, etc., shall be attended by responsible persons at all times. Caregivers should make sure any child left unattended at the Library knows emergency contact information;
- Children 12 years old and older may use the Library unattended, subject to the rules and regulations of the Library;
- If the person responsible for unattended children cannot be located within a half hour, the Warren County Sheriff's Office will be notified and asked to pick up the child or children;
- Minors who remain at the Library after closing will be referred to the Warren County Sheriff's Office if their legal guardians, caregivers and/or parents cannot be notified within a reasonable amount of time.

Disciplinary Process

Any Staff member will enforce this Policy by pointing out violations to patrons and requesting compliance. Failure to comply will result in the restriction of access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period or by denying access to specific services and/or programs.

Suspension of Library Privileges

A Richards Library Staff member will suspend Library privileges of a patron, including access to materials, activities, services, or facilities if the situation is a serious offense and constitutes a violation of the Richards Library policies. Examples of serious offenses include, but are not limited to: verbal abuse, violence, threatening behavior, sexual harassment, theft/attempted theft, or any behaviors that threaten the safety and security of Staff and/or patrons. The person-in-charge shall call the Warren County Sheriff's Office rather than place themselves or others in a threatening situation.

- The Staff member will issue an immediate suspension order by requesting that the offending individual(s) leave the Library immediately;
- The Staff member will issue a warning to the offending individual(s) for offenses that do not require immediate suspension of privileges (Example: situational anger inappropriately expressed in a disruptive manner);
- The Staff member will issue a suspension of privileges order when behavior is serious and/or repeated after a verbal warning has been issued. The time of suspension will be based upon the seriousness of the offense and the number of times the individual(s) has been suspended previously;
- Suspension orders will be issued in writing when possible.

Right of Appeal

A patron with suspended privileges may appeal a suspension in person to the Richards Library Board of Trustees within the following 3 calendar days. The patron must state clearly why he/she believes that his/her privileges should be restored.

The Richards Library Board of Trustees will respond to the appeal in writing within 7 working days of the date the appeal was reviewed. Privileges will remain suspended throughout the appeals process. **The decision of the Board of Trustees is final.**

Temporary Addendum for the COVID-19 Coronavirus as it pertains to a Phased Re-Opening Plan

The Richards Library is committed to serving its community during hard times and good.

The year 2020 has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy.

The safety measures in this policy have been confirmed with the Warren County Health Department.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the Richards Library have the authority to enforce these measures like any other of the Library's Rules. Concerns about this policy should be directed to Director Michael Sullivan. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

Richards Library Temporary Safety Practices

Scope of Temporary Safety Measures

The Richards Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

Activities

Until the board votes to revoke this temporary policy, only the following routine activities may be performed on site at the library per the Richards Library Phased Re-Opening Plan.

Safety Practices

Until the board votes to revoke this temporary policy, the library will require all people on the premises to abide by the following safety practices as outlined in the Richards Library Phased Re-Opening Plan and General Procedures: Re-Opening Plan-Richards Library Phase I, II & III.

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact Director Michael Sullivan to explore a reasonable accommodation.

Communication

To aid the community in honoring these requirements, the Library will transmit this policy through social media, and use a variety of health authority-approved, age-appropriate, multi-lingual and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

Code of Conduct

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

Reformatted, Revised, Reviewed and Approved on 19 April 2018

Revised, Reviewed and Approved on 19 May 2020