



Pittsford Community Library Policies

Rules of Conduct for Library Users Policy

Adopted by the Board of Trustees on January 6, 1994

Revised and approved by the Board of Trustees on December 11, 2024

The Pittsford Community Library ("the Library") Board of Trustees, Library Director, and Library staff are committed to maintaining a welcoming library in which all community members feel comfortable. We believe the Library should be a safe space for both Library users and staff. The Town of Pittsford uses video surveillance systems in and around the Library facility to provide safety to Library users and Library staff; to discourage violations of this policy and the law; to assist Library staff in preventing the occurrence of violations; and to provide law enforcement assistance in prosecuting criminal activity.

Engaging in conduct that disrupts or interferes with the normal operation of the Library, or that disturbs Library users or Library staff is not permitted. The Library requires all users, including children and teens, to comply with the following rules of conduct. Some Library spaces, including meeting rooms, study rooms, and children's and teen areas, may have additional restrictions. Compliance with the following rules of conduct is expected:

- 1) All Library users must follow the instructions and requests of Library staff, respect the Library space, and be considerate of everyone using the Library. Discrimination will not be tolerated.
- 2) Parents, caregivers, and aides shall: a) supervise those in their care when in the Library; b) decide which Library resources are most appropriate for them; and c) be responsible for their behavior (whether they accompany them in the Library or not).
- 3) Disruption of Library use and operations, or behavior that is harassing, defamatory, or threatening, whether physical or verbal, is prohibited. This includes lewdness and stalking behaviors, such as leering or prolonged staring, and displaying graphics which may reasonably be construed as obscene or inappropriate.
- 4) Any kind of photographing or recording in non-public areas of the Library is prohibited. Library users are entitled to privacy and photographing or recording that includes Library users without their explicit permission is prohibited.
- 5) Unauthorized solicitation, distribution, or displaying of any materials on Library premises is prohibited.
- 6) Any use of profanity, abusive, or harassing language is prohibited, including language emitted from electronic devices. Users are expected to maintain a volume that is undistruptive to others, including when talking on devices. Quiet is expected in areas designated for quiet study.
- 7) Monopolizing Library space, equipment, or outlets to the exclusion of others is prohibited.
- 8) Damaging, defacing, misusing, or stealing any Library materials or property is prohibited. This includes disabling or unplugging Library equipment, changing hardware or software, or using a Library computer for unauthorized purposes.
- 9) Proper hygiene and attire, including shirt and shoes, are required. Unhygienic behaviors and activities that disturb other Library users are prohibited. Bathing, shaving, or washing clothes is prohibited.
- 10) Copyright laws and software licensing agreements must be followed.
- 11) Designated service animals are permitted in the Library in accordance with applicable law.
- 12) Use of bicycles, skates, skateboards, or similar items in the Library is prohibited.
- 13) Items left unattended in the Library may be removed. The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
- 14) Weapons of any kind are prohibited on Library premises.
- 15) Smoking on any device, chewing, and use of other tobacco or marijuana products is prohibited on Library premises and within 100 feet of the entrances and exits of the Library per New York State Public Health Law.
- 16) Possession or consumption of alcohol or illegal substances on Library premises is prohibited.
- 17) Trespassing on Library premises is prohibited.

Child and Teen Safety at the Library

The Library is dedicated to providing a safe and welcoming environment that encourages children and teens to visit, use its collections and services, and attend its programs. The following rules apply:

- Children under 12 must not be left unattended or unaccompanied.
- Disruptive children and teens, attended or unattended, may be asked to leave.
- The Library is not responsible if children or teens leave the Library unattended. It is the responsibility of parents, guardians, and caregivers to let those in their care know what to do if they must leave the Library.
- Children's areas are designated for ages 12 and under; teen areas are designated for ages 13 to 17.
- Adults and teens in children's areas unaccompanied by children may be asked by Library staff to relocate to another area of the Library.

Attendance at Library Programs & Events

As part of its vision to connect the community with educational, recreational, and cultural enrichment opportunities, the Library hosts public programs and events. The following rules apply at such programs and events:

- All members of the public can attend Library programs, subject to occupancy limits and reservation requirements.
- All program attendees must comply with the Rules of Conduct for Library Users and to rules applicable to a particular program (e.g., silenced cell phones and prohibitions on photography, recording, eating, or drinking).

The rules set forth above are not intended to be a complete list and may be amended from time to time. Library staff reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to Library users or staff. Failure to comply with these rules may result in expulsion from the Library.

Consequences of Misconduct

Any Library user not abiding by the Rules of Conduct for Library Users or other rules and regulations of the Library may be asked to leave the Library premises.

Law enforcement officers may be called to enforce compliance. Incident reports are completed to document violations of Library policies. Video footage from the Town's security cameras proving misconduct may be used to enforce compliance.

Violators of Library policies may be banned from the Library. The length of the ban is at the discretion of the Library Director and Board of Trustees.