

Code of Conduct

Welcome to the Poughkeepsie Public Library District. In order to provide an appropriate library environment and to insure constructive use of Library District facilities, materials, and services as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. Anyone who violates the Code of Conduct may be banned from the library properties and/or prosecuted to the fullest extent of the law.

The Library District has the right to amend the Code of Conduct at any time.

1. This is a public library

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library.

Misconduct such as the use of foul, offensive or threatening language and gestures, harassment, public drunkenness, drug usage, sale or exchange of alcohol or drugs, illegal gambling, loud talking and laughing, running, pushing, and fighting, and other offensive behavior are not allowed on Library District property. The Library District has the right to prohibit groups from congregating in the building or on the grounds. In addition, sleeping, staring, stalking, soliciting, loitering, littering, bringing in weapons, and damaging property are prohibited.

Using cellular phones, pay phones, pagers or other electronic devices in a manner that disturbs others is prohibited.

The use of benches and other areas outside the Library is intended for short periods of time (such as waiting for a ride or meeting someone) and is limited to less than 30 (thirty) minutes.

Adults may use the children's areas when they accompany children or when using the resources only available in that location.

2. Children and the Library District

The Library District cannot assume responsibility for the care and supervision of children. Parents and caregivers of children under 7 are to remain in the library at all times, including when a child is in a library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library District property during school hours, unless accompanied by a parent, teacher, or legal guardian.

3. Teen Room

Use of the Teen Room requires the submission of a *Teen Room and Computer Use Agreement*, latest revised edition. These are available from the staff in the Teen Room and the Children's Room.

4. Animals in the Library

Pets are not permitted in the library except for properly identified service animals that aid the physically challenged and for programming purposes.

5. Dress and Personal Hygiene

Patrons shall be fully clothed, including footwear.

Patrons whose bodily hygiene is offensive such that it disturbs others shall be required to leave the building.

6. Parking

The parking areas are solely for the use of patrons and staff while they are in the library. Vehicles must park in legal, designated spaces. Violators are subject to tickets and/or towing. Unauthorized overnight parking is not permitted and is also subject to towing and/or booting.

7. Smoking, Food, and Beverages

In accordance with New York State and local law, the library is a smoke-free establishment and there shall be no smoking on Library District property (Adriance) nor within fifty (50) feet of entrances, exits, and air intake vents or rental facilities (Arlington, The Auditorium).

The consumption of food and alcoholic beverages is prohibited. Non-alcoholic beverages in covered containers may be consumed. However, all beverages must be clearly visible and identifiable at all times.

8. Please Walk

For your safety and the safety of our patrons and staff, you may not run, skate, or use a skateboard on Library District property. You may not ride bicycles on the stairs or walkways around the buildings. Bicycles may not be stored inside Library District facilities. Racks are provided for storage of bicycles.

9. Library Materials and Equipment

Library materials must be returned on time and in good condition. Overdue materials deprive others in need of those materials. Patron accounts over \$25 will be subject to collections.

Use of Library District computers requires a valid Mid-Hudson Library System library card, where the user's name and the name of the library card registration are the same. Access is provided to guests from outside the MHLS service area (inquire at a Service Desk).

A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

A library patron who vandalizes, steals, defaces, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags are subject to inspection by library staff or security guards. The storage of personal items in the library or on library grounds is prohibited and personal belongings should not be left unattended.

10. Proper Identification

Library staff or security guards may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library.

Patron concerns should be brought to the attention of Administration.