Coburn Free Library
Patron Code of Conduct

Adopted: 2016
Revised: 3/17/22
Reviewed:

Purpose

The Coburn Free Library Patron Code of Conduct outlines expectations for patron behavior in the library. The patron code of conduct is for the protection of library staff, library patrons, and all who use library materials and services. While everyone has an equal right to access Library services and facilities, no person has the right to interfere with the ability of others to use and enjoy Library resources, services and facilities. Behavior that interferes with that use or is inconsistent with that use is not permitted. Library staff will courteously, but firmly, enforce this policy

Policy

It is expected that all patrons will exhibit acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by the library director or other staff in charge, shall be required to leave. These rules apply to all public spaces in the Library, the property outside the Library building, and spaces utilized for any program or event held outside of the Library building. When a program or event is held outside of the Library building it is expected that the secondary locations code of conduct and outlined expectations will be abided by in addition to the Coburn Free Library's Patron Code of Conduct Policy.

Examples of Unacceptable Behavior and/or Activities

- Engaging in any activity that violates federal, state, local, or other applicable law or Library policies.
- Engaging in loud conversations, disruptive laughter, yelling, or making any other noise that disturbs other library users.
- Using audio equipment including mobile devices, with or without headphones, at a volume that is audible to others.
- Using the library for conducting for-profit business.
- Eating or drinking within library premises except in designated meetings approved by the administration.

- Showing abusive or disrespectful behavior, in speech or actions, towards a staff member or another patron.
- Using, distributing, or being under the influence of drugs or alcohol.
- Using tobacco products in the library and within 100 feet of the library building (including e-cigarettes, vapes, chewing tobacco, etc.).
- Using any library resource, including its public access computers/wifi network to engage in activity which violates this policy or state/federal law.
- Fighting, challenging another to a fight, or any other boisterous behavior.
- Misusing library materials, equipment, or computer resources.
- Entering or using the library in bare feet, or without a shirt; this applies to both adults and children.
- Engaging in any misbehavior that infringes on the right of others in the building to use the library and its facilities peacefully and without harassment.
- Bicycles or E-Bikes are not allowed in the library. There is a bike rack by the library's back parking lot where bicycles and e-bikes can be chained. The library assumes no liability for damage or theft.
- Blocking sidewalks or entrances to the Library, or obstructing any passageways within the Library.
- Entering "staff-only" areas or workspaces.
- Leaving bags and items unattended. Library staff may confiscate unattended items and turn them over to law enforcement. The Library is not responsible for personal items that are lost, stolen, or damaged in or on the grounds of the Library.
- Possessing any weapon (except by law enforcement officers).
- Monopolizing Library space, equipment, or outlets to the exclusion of others.

Loss of Library Privileges

Those who refuse to abide by these rules of behavior will be asked to leave the building and will be denied use of the library and its services for 24 hours. Any staff member has the authority to ask an individual to leave the library for the remainder of the day.

Should an individual continuously refuse to abide by the Patron Code of conduct the director has the authority to suspend or ban an individual for 30 days or longer depending upon the severity of the infraction. Upon notification of a suspension or ban the individual will be given the Patron Code of Conduct Policy and informed they may request an appeal, as outlined in the appeal process section of this policy.

In all cases when necessary, the police may be summoned to assist in the enforcement of these rules. Please note, violators who refuse to leave the library when requested are subject to arrest under the Criminal Trespass section of New York State Penal Law.

When appropriate, staff members will fill out an Incident Report to document instances of unacceptable behavior. The Coburn Free Library Incident Report Policy and Form contains complete instructions for filling out incident reports and the incident report form itself. An incident report is not required for the loss of library privileges.

Appeal Process

Any person whose library privileges have been revoked under this policy may make a written request to the director for a reinstatement of privileges. Requests must contain at minimum the individuals name, a description of the event that resulted in their suspension or ban, and an explanation for why they believe privileges should be reinstated. Request may be emailed to director@coburnfreelibrary.org or mailed to Coburn Free Library Attn. Director 275 Main Street, Owego NY 13827 at your own expense. Reinstatement of privileges will be at the discretion of the director or his/her designee.