

## **Rules of Conduct** Caledonia Library

No person will engage in inappropriate conduct on the premises of the Caledonia Library or when participating in library programs. "Library premises" include the interior of the library's facility, as well as the foyer entry, sidewalks, library parking area and lawn.

Inappropriate conduct will include any individual or group activity that is disruptive to other persons who are lawfully using the library premises or any behavior otherwise inconsistent with the activities normally associated with a public library. In general, behavior that violates the law, behavior that interferes with the use and enjoyment of the library by others, and behavior that interferes with library employees in the performance of their duties is prohibited.

Library users are required to observe the Rules of Conduct and all rules and policies governing the use of the Caledonia Library. If a person defies an order, personally communicated by an authorized library employee not to enter the library or not to remain in the library for failure to comply with the library's rules or policies, said person is subject to arrest for trespass (New York State Penal Law, Section 140.05).

### Library Staff Member Incident Response

Any library staff member, acting on their best judgment, has the authority to address a violation of this policy.

Any staff member who observes, or receives a complaint of inappropriate behavior:

- May handle the problem directly with the patron.
- Will notify a senior staff member as soon as possible or if assistance is needed.
- Will call 911 immediately if the situation appears to be potentially violent, a crime in progress, a medical emergency, or the offending patron(s) will not conform to the Rules of Conduct at the request of the staff to do so.

The Library Director will assess each incident, assign an initial period the offending patron is to be banned if required, initiate an incident report if required, and notify the Library Board President of any incident as soon as practicable.

### Incident Reports

Incident reports will be filed in all cases when a *Major violation* of the Code of Conduct Policy occurs. In addition, an incident report will be filed in the case of a *Minor violation* if the offending patron is directed to leave the premises.

Incident reports will be used to describe the misconduct that occurred, document staff response, document security or safety issues and record on-going problems on library property. They should be filled out as completely as possible and should include any information that might be helpful to resolve the situation.

## **INAPPROPRIATE CONDUCT – MINOR VIOLATIONS**

Staff members are empowered to determine the severity of the violations that they observe. If a violation is considered “minor” – i.e. if there is no immediate threat of damage to the library’s facility or contents, no crime occurs as defined by the New York State Penal Law, or no danger to staff or patrons occurs, the following steps will be taken:

- Serve a patron with one verbal warning and notify him/her that he/she is in violation of the Rules of Conduct.
- If the person persists with the behavior for which he/she has been notified, he/she will be directed to leave the premises. If the person leaves as asked, he or she will be banned from the premises for the rest of the day. The Library Director *may* extend the ban up to a week if the situation warrants. The person should be verbally notified at the time of his/her ejection from the library and all staff should receive written notice of the situation.
- If the person does not comply with the request to leave the premises, the police will be called. If this step is necessary the incident becomes a *major violation* and the offending person will be banned from the library for a length of time as determined by the Director.

## **INAPPROPRIATE CONDUCT – MAJOR VIOLATIONS**

A “significantly serious violation” of the Rules of Conduct will be considered a major violation. This may include– but is not limited to – theft, vandalism, harassment, threats, other criminal activity as defined in the New York State Penal Law, or violent, reckless or dangerous behavior. If a staff member observes a person involved in a significantly serious violation of the Rules of Conduct, he or she will proceed as follows.

- The police will be called immediately.
- The Library Director will be notified immediately.
- The Library Director will ban the offending patron from the library premises for an initial period of up to 90 days.
- An incident report must be filed with all pertinent information.
- The Board President will be informed of the situation as soon as reasonably possible.
- The board will be notified of the situation at the next regular meeting.

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## **BANNING**

A patron may be banned from the library premises under the circumstances described above.

### Extended banning process

If a patron commits a serious violation and banning of ninety (90) days or more is being considered, the following procedures will be followed:

1. The Library Director will review the incident report as well as interview any staff members who were involved with the situation.

2. The Board President will be informed of the situation as soon as reasonably possible.
3. The Director, or the staff person designated to act on the part of the Director in his/her absence, will provide a written decision regarding the banning within five business days of the violation.
4. The written decision will set forth the period during which the patron will be banned from the library and will specify the reasons for the determination. The patron may be banned for a serious violation for thirty (30) days up to one (1) year.
5. The patron and all staff will be notified in writing of the reasons for and the length of banning. A copy will also be sent to the Caledonia Police Department and the Library Board President.
6. The board will be notified of the situation at the next regular meeting.
7. The Director may review or reconsider the decision and may shorten or terminate the banning period if information submitted by the patron or staff merits such modification. If such a decision is made, both the staff and the patron will be notified in writing.

## **REPEAT OFFENDERS**

Any person who persists in violating the Rules of Conduct, including a minor offense, may be considered subject to extended banning as deemed appropriate by the Director.

Any person who enters or remains on library premises after having been notified of a period of banning by an authorized individual will be subject to arrest and prosecution for trespassing. This may be considered grounds for permanent banning of the individual.

## **PERMANENT BANNING**

In the event that a person regains access to the library after a major violation and banning, and then commits the same or any other major violation, he or she may be permanently banned from the library premises.

1. The Library Director and Library Board will review the incident report and staff statements at the next Library Board meeting.
2. After discussion with the Library Board, the Director will provide a written decision regarding the permanent banning as soon as possible after the repeat offense.
3. The written decision will state that the patron will be permanently banned from the library and will specify the reasons for the determination.
4. The patron and all staff will be notified in writing of the permanent banning. A copy will also be sent to the Caledonia Police Department and the Library Board President.
5. The Library Board reserves the right to permanently ban a patron based on a single incident if the incident involves a crime as defined in the New York State Penal Law.

Policy adopted: 8/16/2007 by the Board of Trustees

Revised 1-17-2008

Revised and approved 11-17-20