

Gowanda Free Library Patron Conduct Policy

Purpose:

The Gowanda Free Library and its facilities are to be used for Library purposes only. Conduct that interferes with that use or is inconsistent with that use is not permitted. This policy has been adopted for the comfort and protection of all who use Library materials and services. Library staff will courteously, but firmly, enforce this policy.

Policy:

Conduct will not be permitted if it is disruptive, disturbing, or potentially harmful to others, if it otherwise interferes with the enjoyment and use of the Library by other patrons, or if it is inconsistent with the Library's mission. This includes, but is not limited to: disorderly conduct, noise, or activity that interferes with the rights of others, whether intentional or inadvertent; physical abuse or threatening behavior or language; disobeying the directions of Library staff members; or, the misuse of Library materials, equipment or furnishings. Expulsion from the Library and/or loss of Library privileges, on a temporary or permanent basis, may result from violations of this policy.

- Patron identification, such as name, address, and phone number may be requested.
- Each patron is responsible for any fines, fees, or other charges due in accordance with the Library's standard schedules. Failure to pay these fines may result in the suspension of Library privileges.
- The Library assumes no responsibility for lost or stolen property. After 30 days all items are donated to charity.

Examples of Unacceptable Activities:

The following are examples of behaviors that are not permitted because they interfere with the enjoyment and use of the Library by other patrons, present a health or safety hazard, or are inconsistent with the Library's mission. This list is not exhaustive but is provided to illustrate the types of behaviors prohibited under this policy.

- Engaging in loud, aggressive, or threatening conduct; fighting or challenging another to a fight; using profane language or obscene behavior or engaging in harassing behavior of any kind.
- Engaging in loud conversations, screaming, yelling, or making any other noise that disturbs other Library users.
- Use of tobacco products, e-cigarettes, marijuana, or illegal drugs is prohibited inside the library and within 100 feet of the library premises.
- Use or influence of alcohol is prohibited except during an approved library program/event.
- Defacing, misusing, or stealing Library materials, equipment, or computer resources.
- Tampering with, altering, editing, or damaging computer hardware and/or software.
- Entering or using the Library in bare feet, or without a shirt.
- Having bodily hygiene that is to a level that constitutes a disturbance to other customers using the Library.
- Using audio equipment including mobile devices, with or without headphones, at a volume that is audible to others.
- Using mobile phones in a manner that is disruptive. Mobile devices may be used to engage in conversation for a short period of time if the volume is not a disturbance to other patrons or staff.
- Engaging in any kind of sexual activity or lewd behavior, or sexually harassing any other person.
- Blocking aisles or pathways so that access to Library materials not in the course of normal Library use is prohibited.

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- Entering staff areas by patrons; using meeting rooms without authorization; or improperly using stairwells, elevators, or other areas in and around Library buildings.
- Carrying weapons of any kind.
- Soliciting in the Library or on Library property or distributing and/or posting literature that has not been approved by the Library administration.
- Bringing animals, other than guide and service animals, not approved by Library staff into the Library.
- Committing any act that would violate any state, federal, or local law, ordinance, or regulation.
- Using any Library resource, including its public access computers/Wi-Fi network to engage in illegal activity which violates this policy or to injure or harass another person.

Loss of Library Privileges:

- If a customer creates a public nuisance, or violates any policy set forth herein, that customer may be restricted from the Library or from the use of the Library facilities by the staff, on either a temporary or permanent basis. Those who are unwilling to leave, or who do not leave within a reasonable amount of time after being instructed to do so by the staff, may be subject to removal by the Gowanda Police and possible prosecution.
- Any patron who violates Library rules and regulations shall be denied the privilege of access to the Library. All staff members have the right to deny access to the Library if in their judgment, Library policies have been abused.
- **Any person whose Library privileges have been revoked under this policy may make a written request of the Director for a reinstatement of privileges. Reinstatement of privileges may be conditioned on future compliance. Reinstatement of privileges will be at the sole discretion of the Director or their designee.**
- **Library policies are posted on the Gowanda Free Library website www.gowandaLibrary.org and are available in physical form upon request. Requests should be directed to: Director, Gowanda Free Library, 56 W Main St. Gowanda, New York, 14070 (716) 532-3451.**

Responsibility:

All staff members are responsible for compliance with this policy. The Director or their designee is responsible for issues regarding banning and reinstatement. The Director will include in their report to the trustees during the next scheduled board meeting any incident reports filed.