



## CODE OF CONDUCT POLICY

### SECTION 1. INTENT

This code of conduct and the rules contained herein shall apply to patrons visiting the Livonia Public Library. Library patrons are expected to be engaged in activities associated with the appropriate use of the Livonia Public Library while in any of the facilities, including reading, studying, using library materials and computers, and participating in library programs. In order to ensure public safety and security and to provide a suitable environment for appropriate library use, the Livonia Public Library will require compliance with all state and local laws. Unlawful behavior will be reported to the police immediately and arrest may result. Violation of this Code of Conduct may result in the violator being banned from the Livonia Public Library for a specified period of time.

### SECTION 2. PERMISSIBLE ACTIVITIES

Patrons are welcome to:

- (a)** Ask questions of staff and receive needed information in the library
- (b)** Borrow materials by using a library card through established lending procedures
- (c)** Bring children and teens to the library for materials and programs
- (d)** Use the materials in all public areas of the library, under the following conditions: The Livonia Public Library is committed to ensuring the safety of all of its patrons, with a special emphasis on the safety of children in our libraries. For that reason, the materials, services, and equipment in the children's areas are intended primarily for the use of children, their parents and/or caregivers. Others needing to access materials or services specific to the children's area do so with the understanding that the library staff will determine whether or not a particular use or activity is appropriate in the children's area. Thus, patrons may be asked to use alternative areas of the library, at the discretion of the library director or designee.
- (e)** Read, study, type, and write while using library materials
- (f)** Read materials held behind the desk or other off-site locations to maintain their availability and reading access for all interested patrons, who will be required to provide a valid piece of



identification which will be held behind the desk until the item(s) is(are) returned

**(g)** Register for and use free library computers

**(h)** Speak quietly whenever in the library and whenever on cell phones, which should be used for calls only near restrooms and lobby areas

### **SECTION 3. PROHIBITED ACTIVITIES WHICH ARE CRIMINAL**

Patrons are prohibited from but are not limited to:

**3.1** Engaging in any criminal or unlawful behavior on library premises, or using any library property such as facilities, technology, or printed or digital materials to engage in such behavior, including but not limited to the following actions:

**3.2** Engaging in nudity, sexual acts, or behavior, using profane language, or entering the library without proper attire. Proper attire is wearing apparel in conformance with the standards of the community for public places and includes wearing shirt and shoes and having clothing properly fastened. Indecent exposure is prohibited but this shall not prohibit the breastfeeding of a child in public.

**3.3** Bringing a weapon into any library unless explicitly authorized by law; box cutters, knives, machetes, scissors, razors, and shaving razors are prohibited

**3.4** Changing clothes or washing clothes, bathing, or shaving in public restrooms, spending a prolonged length of time in, or misusing public restrooms, damaging the function of restroom fixtures, or damaging the fixtures themselves

**3.5** Consuming or possessing alcohol or illegal drugs or to be intoxicated or under the influence of alcohol or illegal drugs on library premises. However, this shall not include consuming alcohol at a library-sanctioned event.

**3.6** Damaging, defacing, or destroying the inside or outside of any library structure, or damaging, defacing, or destroying, stealing, or intentionally tampering with any library property, patron's property, or library staff's property

**3.7** Stalking, following, or prolonged staring that could reasonably be expected to annoy, disturb, or intimidate patrons or staff

**3.8** Harassing staff, employees or officials of Livonia Public Library, volunteers, or Library Trustees in person, by telephone, by U.S. Mail or email

**3.9** Engaging in any physically intimidating or assaultive behavior or making



any threats of violence or unlawful activities. The Library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be required to leave the library immediately.

**3.10** Committing criminal trespass by refusing to leave the library after being asked to do so by staff

## **SECTION 4. OTHER PROHIBITED ACTIVITIES**

Patrons are further prohibited from but are not limited to:

- 4.1** Bringing animals or pets into the library except housebroken service animals that have been individually trained to do work or perform tasks directly related to the owners' disability is prohibited (*refer to Animal Policy*)
- 4.2** Bringing infested personal items into the library
- 4.3** Bringing into the library personal items that do not fit comfortably under your chair, including bedrolls, blankets, frame backpacks and suitcases (*a maximum of two bags will be permitted, each measuring no more than 12"X 24"*)
- 4.4** Bringing large duffle bags, shopping carts, wagons, wheeled carts, and plastic bags larger than standard grocery bags into the library
- 4.5** Consuming food or carrying open food or beverage containers except in lobby vending areas or areas designated for such activity
- 4.6** Displaying disruptive behavior so as to disturb other patrons
- 4.7** Distributing or posting printed materials or literature not approved by library staff
- 4.8** Entering staff areas, offices, or supply areas unaccompanied by staff
- 4.9** Neglecting bathing hygiene to the extent that such neglect constitutes a nuisance to others
- 4.10** Interfering with another person's use of the library or with the library staff's performance of duties
- 4.11** Leaving a child under nine years of age unattended in the library; however, children between the ages of 9-13 cannot be unattended for more than 2 hours (Caregivers must be at least 14 years of age.)
- 4.12** Leaving a child or young adult under the age of 17 at the library after closing time; remaining in the library after closing time
- 4.13** Leaving personal items unattended (Library staff are not responsible for the personal items of the public)
- 4.14** Loitering in any area of the library and/or on library premises



- 4.15** Monopolizing library equipment, materials, facilities, outlets, or spaces such that other patrons and staff are unable to use them; no more than two outlets may be used at a time
- 4.16** Obstructing library entrances or exits
- 4.17** Panhandling, selling, or soliciting for services, money, or items
- 4.18** Playing cards or games of any kind unless part of library sponsored or approved program
- 4.19** Unapproved arranging or disarranging library furniture or using furniture in ways not intended for unapproved purposes
- 4.20** Riding wheeled devices such as scooters and skateboards anywhere inside or outside of library property; they must be carried
- 4.21** Sleeping in the library
- 4.22** Smoking, vaping, using e-cigarettes or using tobacco products of any kind
- 4.23** Speaking loudly on cell phones or allowing a cell phone to ring excessively or repeatedly in the library
- 4.24** Taking library materials into the restrooms or removing library materials from the premises without authorization through library established lending procedures
- 4.25** Taking videos and/or photos of minors without the permission of their parent or guardian, taking videos and/or photos of any patron over said patron's objection, or using cell phones, computers, or audio equipment that produce excessive noise or constitutes harassing behavior
- 4.26** Using a wheelchair, walker, or stroller to transport items or personal belongings unless such apparatus is needed because of a child or disability
- 4.27** Violating the directives listed in the Meeting Room Policy and/or Internet Use Policy

## **SECTION 5. BANNING PROCEDURE**

Failure to comply with this Code of Conduct may result in an individual being banned from the Livonia Public Library. Either repeated misconduct incidents or one single severe offense may result in individuals being banned from the library for 6 months, 1 year, or permanently.



Notwithstanding an effective ban, any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises by staff. Staff will call the police for inappropriate conduct or when an individual refuses to leave when told by staff to do so.

The following process shall be followed when an individual is being banned from the library. The patron will not be allowed to return to the library until a Board decision has been made.

**(1) Library Director presents Ban recommendation to the Board of Trustees:** A

ban notice will be provided to the Board of Trustees to notify them of the proposed ban, including a full description of the underlying behavior, the name and physical description of the banned individual, and the time period of the proposed ban. This notification should be provided on or prior to the effective date of the proposed ban.

**(2) Board of Trustees review of proposed ban:** The Library Board shall hold a meeting at its next regularly scheduled Board meeting or may call a special session to review the proposed ban. The Library Director may provide additional documentary information for the Library Board's consideration. The Board of Trustees will enter into Executive Session to review and discuss. Postponement of the meeting shall be granted within the discretion of the Library Board Chair for good cause only.

**(3) Ban Letter Issued:** If proposed ban is approved by the Board of Trustees, a written letter from the Library Director or his/her designee will be sent by U.S. Certified Mail to the last known address of the individual, notifying the individual that he/she is banned from the Livonia Public Library. The ban letter will indicate the reasons for the ban, the effective date of the ban, the length of the ban, and the process for filing an appeal. If Livonia Public Library has no address for the recipient of the ban letter, the ban letter and other notices regarding the ban will be delivered by other means such as email.



**(4) Alternative Juvenile Banning Procedure with Discretionary Restricted Library Use for Juveniles:** As an alternative to banning a juvenile, the library director may restrict a juvenile from use of a specified library site without their parent or guardian present for a period of 30 calendar days for the first offense and 90 calendar days for a second offense. The juvenile whose library use is restricted may use the library during the specified period only when the juvenile is accompanied by their parent or guardian who is not banned. The juvenile's parent or guardian must be notified of the restriction in writing by U.S. Certified Mail. Failure to abide by the restriction may lead to banning of the juvenile from all library premises.

## **SECTION 6. BANNING PENALTIES**

### **6.1 WARNING**

A warning will be given by the Library Director or Board President for up to three violations of Section 4 which do not involve public safety or damage to property. A record shall be kept in the office of the Library Director or in a central location as determined by the Library Director of all such warnings issued.

- First Offense: verbal warning of violation(s)
- Second Offense: written warning of violation(s) indicating further occurrence will lead to recommendation of patron banning
- Third Offense: final written warning of violation(s) indicating a recommendation of patron banning will be initiated with the Board of Trustees (Section 5).

**6.2 Banned for Six Months** A 6-month ban shall be imposed for:

- (a) the third violation of Section 4, Other Prohibited Activities, whether the three violations occurred on the same day or over a period of time, or
- (b) any Section 4 violation which involves public safety or damage to property, or
- (c) a single criminal violation of Section 3, Prohibited Activities Which Are Criminal

**6.3 Banned for One Year or A Permanent Ban** shall be imposed for:

- (a) any serious violation or violations in Section 3 which relate to public safety and security, or
- (b) multiple violations of Section 4



## **SECTION 7. APPEAL PROCESS**

### **(1) Notice of Appeal**

The banned patron (appellant) may appeal a ban by sending a written notice of appeal to the Livonia Public Library Board of Trustees (Library Board) within 10 business days after the effective date of the ban. The patron may provide additional documentary information for the Library Board's consideration. A copy of the written notice shall be sent by the patron to the President of the Library Board, in care of Livonia Public Library, 2 Washington Street, Livonia, NY 14487. A copy of the appeal notice and documentation will be provided to the Library Director for awareness. The Library Board shall hold a meeting on the appeal at its next regularly scheduled Board meeting.

### **(2) Board Meeting**

The meeting shall be presided over by the President of the Library Board. The Library Director shall provide a recommendation as to whether the ban should remain, be modified, or reversed. The Board will enter into Executive Session to review and discuss all appeal documentary information.

### **(3) Decision**

Within 10 business days of the completion of the meeting, the Library Board shall issue a written and final notice of the Board decision to the Library Director as to whether the ban should remain, be modified, or reversed. Notice of the same shall be provided to the patron by U.S. Certified Mail. The decision of the Library Board shall be final.

**Adopted by Board of Trustees: 5/21/2024**

**Reviewed by the Policy Review Committee: 4/22/2024**