Keene Public Library Board Policy	Page 1 of 2
Patron Code of Conduct Policy	Policy Adopted: July 18, 2024 Review Date: July 2029

PURPOSE

To ensure the Keene Public Library remains a safe and welcoming space for all patrons and staff, the Board of Trustees has adopted the following rules and regulations.

Rules of conduct apply to both patrons conduct with other patrons and patrons conduct with staff members. The rules apply whether the patron is interacting with the library in person, on the telephone, via email, via chat, or in any other capacity.

RULES AND REGULATIONS

1. Patrons shall always respect the rights of other patrons and Library staff. Patrons shall not interfere with staff or the performance of their duties and shall comply with reasonable staff directives.

2. Any behavior that disturbs the normal functioning of the library and/or creates a disruptive and unsafe environment is not permitted including, but not limited to:
    - Offensive or abusive language or engaging in offensive or abusive behavior
    - Engaging in any behavior or activity that creates an intimidating or hostile environment for others, including other patrons or library staff
    - Touching staff or others in an inappropriate, unwelcome manner
    - Patrons shall not compromise the health and safety of other patrons and staff
    - For reasons of safety and hygiene, patrons must wear shoes or equivalent foot covering, shirts, and pants while in the building and on the premises. Bathing, shaving or any unintended use of the restrooms is prohibited. Library materials may not be taken into the restroom
    - Patrons should not approach other patrons or staff with the intent to convince them of their personal views: religious, political, or otherwise

3. Patrons shall not engage in any illegal activity on library premises including, but not limited to:
    - Possessing, consuming, or being under the influence of alcohol or illegal substances
    - Carrying weapons of any type is prohibited

- Patrons shall not smoke, vape, or use tobacco, tobacco products, or e-cigarettes within 100' of library property or facility as per Section 1399-O of New York's Public Health Law

4. Solicitation of funds, distribution of literature or promotional material, or sale of goods is forbidden by any person or agency other than the library except by permission of the Library Director.

5. All materials or equipment removed from the library must be checked out with a valid library card. Patrons shall not deface or mark any materials from the library collection; nor shall patrons deface, mark or in any way destroy or damage library furnishings, walls, equipment, or other library property. Patrons shall not attempt to break out of security or regulatory systems on library computers and networks.

6. Patrons using any computers in the library including their own computers must comply with the library's Internet Use Policy.

7. Due to the highly visible nature of all the computer screens near the Children's Room, patrons using computers near the Children's Room may not have on the screen pictures that are inappropriate for the environment of the Children's Room.

8. Children under the age of 10 and/or vulnerable individuals are the responsibility of their parents or caregivers and may not be left unattended in the library or on the premises. Vulnerable individual means an individual with physical or cognitive impairment who may be unable to protect themselves from abuse or exploitation and may not comprehend or be able to comply with library policies.

9. Only service animals are allowed in the building. Animals that are used in a library program, or co-sponsored, are allowed with prior permission of the Library Director.

10. Loitering on library property is not permitted.

11. External electrical outlets are for official library use only.

12. Patrons may consume food or beverages in designated areas. The library reserves the right to curtail this privilege if it's not in the best interest of the library.

13. The Library is not responsible for personal property. All personal property must remain within the owner's sight and control and may not create a safety hazard.

Any patron who violates these rules and regulations may be temporarily denied service and/or be required to leave the library premises and be denied the privilege of future access to the library.