

**CHENEY LIBRARY:
PATRON BEHAVIOR POLICY**

MISSION STATEMENT: Cheney Library of Hoosick Falls, NY connects people pre-school through maturity with information, ideas, and experiences which provide enjoyment, enrich lives, and strengthen our community.

Cheney Library seeks to provide for its patrons a comfortable and safe place for selecting materials, reading, researching, studying, writing, and attending library or community sponsored programs and meetings. To achieve this end, Cheney Library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff, and for preserving and protecting the library's materials, equipment, facilities and grounds.

Cheney Library has developed the following policies in regard to a code of conduct to assure the safety and protection of all who enter. The following behaviors are prohibited:

Engaging in any activity in violation of federal, state, or local law.

- Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
- Using, possessing or being under the influence of alcohol or illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers or staff, such as, but not limited to: fighting, stalking, offensive touching, obscene acts, offensive language.
- Entering the library with offensive body odor or personal hygiene; or being attired so as to be disruptive to the library environment. Shirts and shoes must be worn.
- Gambling and solicitation within the library or impeding anyone's progress in or out of the library.
- Stealing, damaging, altering, or inappropriate use of library property and grounds including, but not limited to: computers, printers, copiers, books and magazines.
- Smoking (cigarettes or electronic cigarettes) or Vaping is never permitted.
- Bringing animals, other than guide and service animals, or animals for programs approved by the Director, into the library
- Ingesting of food is permitted only during library functions or programs.
- Food or drink is never allowed near the computers.

Patrons who violate the above rules should be asked to leave the library.

Children under the age of 11 need to be accompanied and supervised by a parent or caregiver when at the library unless they are involved with a specified library program designed for children of their age. Parents will be responsible for providing bus passes

for children transported by the school to the library for after school programs, as well as for their transportation home.

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UNATTENDED CHILDREN & DEPENDENT INDIVIDUALS IN THE LIBRARY:

Cheney Library has developed the following policies and guidelines for the safety and protection of children using the library:

- Cheney Library does not provide care or supervision of children or dependent individuals (any person not capable of functioning independently) except to the extent needed to uphold Library rules of conduct and use.
- Cheney Library does not accept responsibility for care or supervision of children or dependent individuals who are not accompanied by an adult or designated caregiver. (Caregivers must be at least 15 years old.) That responsibility rests with the caregiver not the library personnel.
- The Library's staff's responsibility is the safe and effective operation of the facility and its services as a public resource.
- Cheney library is not able to provide short or long-term care and is not a substitute caregiver for supervised after-school or other daycare programs.
- Parents or designated caregivers are solely responsible for their children's or dependent individuals' supervision and behavior while using the Library.
- The designated caregiver must stay with his/her charge at all times.
- If children are participating in a story time or other Library program, the designated caregiver must remain on Library premises and be in visual and/or voice contact distance with the child.
- If a child age 11 or under is found to be unattended in the library, a staff member may use the library phone to contact the child's parent or guardian to arrange for the child to be picked up.
- In cases where children age 11 or younger are left unattended in the Library on more than one occasion, Library staff may refer the matter to the Hoosick Falls Police Department or other appropriate social service authorities.
- Parents and caregivers are reminded that they are responsible for their child's behavior while in the library.
- Failure to comply with any library policy or procedure may result in loss of library privileges for the caregiver and/or the child or dependent individual.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff has been entrusted to courteously, but firmly enforce these rules. Failure to comply with the established rules, regulations, and policies could result in removal from the premises and expulsion from the library for a period of one day to one year or in arrest or prosecution. Violations would also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment. Expulsion for more than one week may be appealed in writing to the Cheney Library Board of Trustees.

Incident Response and Documentation:

Violations resulting in expulsion will be documented by the library staff member(s) present at the time of the incident. This written account will be overseen by the Library Director who will convey its contents to (at least) the President of the Board of Trustees in a timely fashion, who will inform the Board members on whole.

Reviewed and Approved by the Board of Trustees of Cheney Library:

1st Reading: November 19, 2024

2nd Reading: November 19, 2024

Approved by Board of Trustees: November 19, 2024

Unattended Children Policy Reviewed and Approved by the Board of Trustees of Cheney Library:

1st Reading: 5/28, 2019

2nd reading: 5/28, 2019

Approved by Board of Trustees: 5/28/2019