

## **Wead Library Rules of Conduct Policy (November 2018)**

The Wead Library is supported by library taxes paid by Malone Central School District residents. The library has the expectation of maintaining its facilities in a clean, pleasant, and safe manner. Every individual has the right to use the library undisturbed and every library employee has the right to work without undue interference. All library users and employees should be free of any threat of harm, invasion of privacy, or gross indignity. Library staff will make every effort to apply these rules in a fair, humane, and positive manner for the benefit of all.

No person shall engage in any behavior which disturbs, interferes with, or is offensive to patrons and employees of the library. No person shall damage library property. Violations of the rules of conduct will be dealt with on a case-by-case basis.

Any person who violates the rules of conduct will be handled in a professional and courteous manner by staff. For most inappropriate behavior, one warning will be given. Continued violations will result in a patron being asked to leave the library for a period of time. That period of time will be determined by the library director and may be increased if needed to a permanent ban from the premises. A patron may appeal to the Board of Trustees to have the decision reviewed. The request must be made in writing to the Board of Trustees of the Wead Library, 64 Elm Street, Malone, NY 12953 within 30 days of the decision. Library staff will be instructed to call 911 or the police department for any behavior that is determined to be dangerous or in violation of the law.

Approved by Board of Trustees November 26, 2018