

Patron Code of Conduct Policy

Catskill Public Library & Palenville Branch Library

The Catskill Library & Palenville Branch (the 'Library') are dedicated to providing free access to the world of ideas, learning and entertainment for the enrichment of their respective communities. In order to provide such access, a safe and comfortable environment is essential.

Respect for Self, Others, and Property:

Be respectful of Library Staff ('Staff'), Library Users ('Patrons'), Materials, and Property. Disrespect or harassment of personnel, misuse or destruction of Library property will not be tolerated.

In response to the COVID-19 crisis, the following Code of Conduct has been established:

Face Coverings

- 1) The Library will abide by Federal and State Guidelines regarding face coverings
- 2) No one will be allowed entry without a face covering
- 3) If a Patron does not have a facemask, the Library will provide a disposable mask, and/or a reasonable accommodation will be made to assist the Patron.
Reasonable accommodations include assistance by phone or email communication, assistance outside the Library building provided a six-foot minimum separation is maintained.

Social Distancing

- 1) Staff and patrons must abide by the social distance requirements as defined by the Center for Disease Control (CDC) and Occupational Safety & Health Administration (OSHA)
- 2) Patrons who do not abide by such requirements will be asked to leave.

A reasonable level of quiet is expected. Please silence all personal electronic equipment; cellphones may be used outside away from Library entryways.

Proper attire (shirts, shoes, pants) is required. Visible undergarments are not acceptable.

The Youth Services area (Ground Floor: Catskill Library / Kids Room: Palenville) is for ages 0-17 as well as Parents, Guardians, Caregivers (PGC) who have children in their care. Children aged 9 and younger must be accompanied by a PGC aged 16 or older. PGC's, not Staff, are responsible for supervising children while in the building. Staff will attempt to contact the PGC of children 9 and younger who are unattended in the Library as well as those left after library hours. If no PGC can be reached, Staff may contact the Catskill Police Department for assistance.

Animals are not allowed in the building, this includes pets and therapy animals. Exceptions: service dogs, for library programs, and those accompanying law enforcement officials.

Bicycles and scooters are to be stored outside the building.

Patrons, not Staff, are responsible for locking/securing their property.

Personal property is the responsibility of the owner.

Patrons are encouraged to keep all personal belongings with them. If belongings are unattended, Staff has the right to move or inspect any item.

Public use of the Library phone is at the discretion of Staff.

Only one person is allowed in the bathroom/s unless attending a child or a person in need of assistance.

Smoking and/or Vaping is not allowed indoors or within 20 feet of entryways.

The following activities are prohibited in or on Library Building/Grounds: sleeping, eating (snacks, not meals, are allowed in designated areas), soliciting, loitering, overt displays of affection, panhandling, fighting, swearing, bathing, running, rollerblading, skating, alcohol or drug use/sale, public intoxication, firearm possession/use.

Distribution of informational material by patrons is not allowed unless approved by Library Director, Branch Manager or Head of Circulation.

Computer Area Conduct: See *Computer Use Policy*.

Responsibility for your actions:

If a Patron violates the Code of Conduct, Staff will make every reasonable attempt to ensure awareness of the rule/s. At their discretion, two warnings will be given. If misconduct continues, the Patron will be asked to leave; if Patron refuses, Staff will call the authorities. A note will be added to the Patron's account, an incident report will be filed and the Library Director, if unavailable, will be notified. If the Patron is a minor (under 17), staff will attempt to notify the minor's Parent/Guardian/Caregiver.

Anyone in violation of this Code may have his/her Library privileges revoked and/or may face legal action.

Resolution: Adopted on December 15, 2021 by unanimous vote of the Board of Trustees of the Catskill Public Library.