

## Patron Conduct Policy

The Round Lake Library values its responsibility to enhance the general welfare and quality of life in the community and region it serves. The library pursues excellence and fulfills its mission by providing library and information services to people living in our charter service area and cooperating in the interlibrary resource sharing programs of the Southern Adirondack Library System.

Library patrons have the right to use library materials and services without being disturbed or impeded by other library users. Library staff has the right and obligation to conduct library business efficiently and without interference. Patrons and staff alike have the right to safety and comfort in the library and on the grounds.

The Board of Trustees is responsible for determining rules of behavior necessary to protect the rights, safety, and comfort of patrons and staff. Library staff have been entrusted to courteously, but firmly, enforce these rules.

### **Rules of behavior**

1. Patrons must provide a library card or valid picture ID to check out library materials.
2. Children under the age of eight must not be left unattended in the library. If a parent cannot be located at closing time or in an emergency, staff will contact the Saratoga County Sheriff station (518-885-2450) to request assistance.
3. Conduct prohibited in the library includes but is not limited to:
  - Public disturbance
  - Loud, offensive or abusive language
  - Sleeping
  - Distribution of leaflets within the library or impeding anyone's progress into or out of the library for such purposes
  - Gambling
  - Loitering
  - Eating/drinking (except for designated programs or activities)
  - Using, possessing or being under the influence of alcohol or illegal drugs
  - Smoking
4. Appropriate attire, including shirts and shoes must be worn all times.

5. Animals, except those specifically required for service purposes, are not permitted within the library building.
6. There is a limit of one patron per computer, except as necessary to assist a small child.
7. Activities such as skateboarding, in-line skating, and bicycling are not permitted inside the library building.
8. Personal electronic devices must not disturb other patrons. Phone conversations should be outside whenever possible and library staff reserves the right to ask the patron to leave the library to conduct a phone conversation.
9. Patrons shall not deface, mar, or in any way destroy or damage any material, furnishings, equipment or other library property.
10. Patrons should park motor vehicles in designated parking area.

Any patron not abiding by these or other rules and regulations of the library may be asked to leave the library premise by library staff. A report may be filed with the Library Director. In the case of students under the age of 18 a parent may be contacted.

Repeat offenders may be denied library privileges by the Library Director.

Library staff may contact the Saratoga County sheriff department if necessary.

Adopted by the Board of Trustees 4/21/2002

Review 3/9/2004

Revised 5/13/2008

Revised 4/8/2014