

5.12 PATRON CODE OF CONDUCT

The Oswego School District Public Library (OPL) encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services. To this end, the 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, facility and grounds.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or Oswego City Police will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computer and other equipment. All incidents occurring in or on library premises will be officially documented and records will be maintained for two years.

Conduct Policies

Disruptive behavior includes, but is not limited to:

- Committing or attempting to commit an activity that would be in violation of Federal, State, local or other applicable law, or Library policy.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers and authorized security personnel)
- Selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure. Abusive language and behavior towards the staff and other patrons will not be tolerated.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things
- Eating in public areas of the library
- Drinking from uncovered containers or drinking near any library equipment.
- Smoking, chewing, vaping, or other tobacco use on Library property
- Misuse of library property which includes moving furniture without the express consent of the library staff or use of furniture in any manner that may result in damage to the furniture
- Purposely annoying others or prevent the legitimate use of the library and its resources. This includes loud talking & screaming which disturbs other patrons.
- Endangering the health and safety of other patrons and staff.
- Using restrooms for bathing , shampooing or doing laundry
- Leaving packages, backpacks, luggage, or any other personal items unattended or spread out beyond your personal space may result in a loss of your property. The library is not responsible for unattended items
- Bringing pets or animals, other than service animals necessary for disabilities, into the library except for library authorized programs.
- Personal electronic devices (iphones, ipads, laptops, etc.) must be used with headsets or silenced so as not to disturb other patrons. Personal calls must be taken in lobby area or outside of the building.
- Personal electronic devices (iphones, ipads, laptops, etc.) may be recharged in the library as long as they do not provide a hazard to patrons or staff.
- Soliciting or conducting surveys not authorized by the library
- Public health codes must be observed. Shirts, shoes and appropriate personal hygiene are required.
- Entering non-public areas of the library without permission

Procedures

Adults (18 years and older)

Any violations of these rules will result in a discussion from the library staff to provide a warning and educate patrons and visitors about the policies and procedures of the Library

1. If the individual(s) continue the behavior, he/she will be asked to leave the library. If the individual(s) refuse, the police will be called to remove the individual(s) from the premises.
2. Any individual who refuses to leave the Library when requested or who commits a crime at the Library will be subject to arrest and prosecution.
3. Continued violation of these rules may result in expulsion from the library and forfeiture of library privileges i.e. barred.
4. Any individual could be denied the privilege of access to the Library for a period of time to be determined by the Library Director or designee.

Adult use of Children's Room:

Adults are permitted in the children's room when accompanying a child or if the adult is actively reading, studying and using library materials from the children's area collection. Any adult not in compliance with this provision will be asked to use other areas of the library. If the individual does not comply with staff direction or repeatedly violates this policy, the individual may be barred from the library.

Behavior and Supervision of Teens (ages 12-17)

All teens are expected to abide by the "Rules of Patron Conduct" in effect for general patrons.

3.1 The Oswego SD Public Library takes the position that its staff members do not act *in loco-parentis*. It is the parent or person having responsibility for the child and only that person whom may restrict the child's access to library materials. The parent who would rather his/her child not have access to certain materials should so advise the child. The only restriction placed on an adult card is that a person must be 18 or older to take out video recordings. This is based solely upon the high fines placed upon overdue videos and the parent's ultimate responsibility for paying of said fines.

4.2 New Cardholders

1. Users must present their library card to check out materials or use computers.
2. Children under the age of 18 must have parental permission to access the internet. A dot will be place upon their card indicating they have received permission.
3. Patrons, regardless of their age, may check out any of the circulating collection (adult, children & YA collections) with the exception of the VHS & DVDs.
4. A patron must be 18 years or older to check out DVDs or VHS materials

6.3 Access of Technology by Minors

It is the policy of the library that parents and guardians are responsible for setting guidelines and restrictions for use of the library computers by their minor children.

1. Children's computers have a commercially produced filter which attempts to block sites that might be considered objectionable.
2. The library cannot and does not guarantee that the filter will always block objectionable sites. Library staff cannot be responsible for supervising minors while they are using the Internet.

Behavior and Supervision of minors (under the age of 12)

The Oswego Public Library welcomes children and teens. Parents/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. The Library is not equipped—and it is not the Library's role—to provide long or short term childcare and cannot function as caregivers or babysitters. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

For the safety and comfort of children, a responsible adult or guardian must accompany children under the age of 12 when using the Library. **All minors are expected to abide by the Rules of Patron Conduct in effect for the general patrons.**

The responsible individual must supervise, guide and control the behavior of their charge or charges at all times. Violation of the rules of conduct can result in expulsion from the library and forfeiture of library privileges. Minor violations of these rules will result in library staff attempting to educate or warn individuals about the policies before enforcing such policies.

Violations often happen when a child is unattended or under-attended/ignored.

The behavior of the child is disruptive or inappropriate (or) the child appears to be a danger to herself or himself or others (or) the child appears to be threatened by others (or) the child appears to be ill or upset (or) the child has not been met by a parent or caregiver at closing.

- If a parent or other responsible adult cannot be located, unattended minors who are disruptive will be required to leave the library, if necessary in the custody of the Oswego Police and a letter will be sent to their parents.
- A second incident within a year will result in one-week suspension of library privileges and a certified letter to the parents.
- A third incident within a year will result in suspension & barring youth from the building until a meeting with a parent is arranged. Restoration of library privileges will only be after a mandatory meeting with the parents, library staff and a Board of Trustee representative and the minor. Under no circumstances will library staff take a minor out of the building or transport a minor to other locations.
- The minor whose library use is restricted may use the library only if accompanied by a parent/guardian or parent designated responsible adult.

BARRING PROCEDURE:

When the staff determines that a person has engaged in severe or repeated misconduct and the staff have determined that the individual involved should be barred:

- The Director/Librarian will notify staff, security guard and Board President the description of the underlying behavior, the name and the description of the barred individual when a barring is executed and the length of the barring; so that all staff, security guard and Board President are informed as soon as possible.
- Director or Librarian will issue a written barred letter to the individual involved notifying the individual that they are barred from entering the Oswego Public Library and its property. The letter shall indicate the reasons for the barring and the time period of the barring. A letter shall be sent registered mail if their address is known or hand delivered to the individual is not a registered patron.

APPEAL PROCEDURE:

Should the individual disagree with the barring, he/she may appeal the decision, in writing, within 5 business days. Until the final decision is rendered by the Board of Trustees the original sanction imposed remains in effect.

Such notice shall be filed with: both the Library Director and the Library Board President. , c/o Oswego Public Library 120 East 2nd Street, Oswego NY 13126.

- The individual filing an appeal will receive a reply within 5 days of the Board receiving their letter. That decision will be final.

Non-compliance with ban-trespassing.

If a barred individual enters the Oswego Public Library before the return date is listed in the barred letter, police will be called and the individual may be arrested for trespassing.