

RIVERHEAD FREE LIBRARY GENERAL POLICIES

SUBJECT: LIBRARY RULES OF BEHAVIOR

PURPOSE: To describe the standard of behavior expected from patrons of the Riverhead Free Library.

POLICY: The Riverhead Free Library Board of Trustees has established certain standards of acceptable behavior on Library property in order to maintain an atmosphere that promotes the use and enjoyment of the resources and services of the Library, promotes the safety of the general public and the Library staff, and protects the building, furniture, equipment, and materials of the Library.

PROCEDURE: Activity that interferes with the rights of other patrons to use the Library, disrupts the normal functioning of the Library, could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment, or materials is considered disruptive and unacceptable behavior.

The Library reserves the right to require anyone who engages in disruptive behavior to leave the premises, to restrict privileges for a specified period of time, and to ban the individual from the Library for a specified period of time or permanently. In most cases, a staff member will notify the individual that he or she is in violation of the standards of conduct and will provide one verbal warning. Unlawful activities will be reported immediately to the police.

Disruptive behavior includes but is not limited to the following:

- **Loud Talking and Laughing.** Sensitivity to noise varies from one person or group to another; however, if one person or group is heard above the general noise level in the Library at a particular time, this person or group will be requested to lower their voices. Continuous loud noise in designated quiet areas is prohibited.
- **Fighting.** Includes any type of fighting, whether real or pretend.
- **Throwing Objects.** Includes wadded up papers, paper airplanes, other small objects, and larger objects that could cause injury.
- **Boisterous Behavior.** Includes running, horseplay, playing on the elevator, and annoying other patrons.
- **Cellular Phones.** Use of cellular telephones by patrons is restricted to the Library's Tower Entrance.
- **Abusive or Obscene Language or Gestures.** Includes language or gestures that convey a sexually explicit message or are conveyed in a coarse or crude manner and any language that verbally abuses another individual.
- **Solicitation.** Includes selling anything for personal gain or a charitable cause except for the Library's benefit, begging, panhandling, or circulating petitions among other patrons and staff members.
- **Eating and Drinking.** Includes bringing an open package of food or beverage into the Library or consuming food or beverage within the Library unless such refreshment is provided by the Library or its designee.
- **Smoking.** Smoking is not permitted in the Library building or within 50 feet of the Library building.
- **Sleeping.** Pertains to habitual sleeping or those who are noisy, sprawled on furniture, or generally disturbing other patrons.
- **Loitering.** Defined as a person who wanders around the Library without apparent legitimate reason and disturbs other patrons.
- **Restroom Misuse.** Includes use of the Library's restrooms for bathing, shaving, using hair appliances or washing clothes.
- **Personal Belongings.** Carrying bags or other containers of personal belongings into the Library is prohibited, except for bags containing Library materials or research materials. Bags found on the Library property will be discarded immediately. The Library assumes no responsibility for personal property and patrons are advised to watch over their own possessions.

RIVERHEAD FREE LIBRARY GENERAL POLICIES

- **Animals.** Animals of any kind are prohibited unless serving as an aide animal or part of a Library-sponsored program.
- **Unattended Children.** A parent, guardian, or other responsible adult must accompany children under age 10 at all times in the Library. For more information, see the Library's Unattended Child Policy.
- **Improper Attire.** Patrons must be appropriately attired in the Library building, including but not limited to shoes and shirts.
- **Abuse of Library Equipment, Furniture, and Materials.** Includes but is not limited to placing feet on tables and chairs, use of chairs by more than one person, standing on furniture, mutilating or defacing books or periodicals, and mistreating equipment or computers. For more information on computer abuse, see the Computer Use Policy.
- **Bikes, Rollerblades, Skateboards, and Scooters.** Must not be ridden anywhere on the Library premises, with the exception of bicycles. Bicycles may be ridden to the Library but must be stored in the Library's bicycle rack. The Library assumes no responsibility for these items and patrons are advised to lock their bicycles.
- **Blocking Aisles or Doorways.** Includes obstructing aisles or doorways or in any way interfering with the free movement of any other persons.
- **Weapons.** Carrying weapons of any type on Library property is not permissible except by law enforcement officers.
- **Removing Library Materials or Equipment.** Circulating materials and equipment must be checked out by a staff member at the circulation desk or the patron at the self-checkout machine before they can be removed from Library property. If the detection alarm is activated, patrons will be required to present their bags or backpacks for inspection.
- **Playing Music.** Includes playing music or other media at a level that is disruptive to other patrons.
- **Excessive Displays of Affection.** Includes any sexual conduct or physical contact deemed inappropriate for a public place.
- **Hygiene.** A person may be required to leave the Library if his/her personal hygiene interferes with the orderly operation of the Library or with the ability of other patrons to use and enjoy the facility.
- **Illegal Behavior.** Any staff member who witnesses illegal behavior will notify security personnel who will contact the police if necessary. Illegal behavior includes but is not limited to the following:
 - **Assault.** Intentionally or by reckless conduct causes injury to another person.
 - **Criminal Mischief.** Intentionally damages the property of another (includes vandalism and mutilating Library materials).
 - **Drunk and/or Disorderly Conduct.** Causes public inconvenience by fighting, unreasonable noise, abusive or obscene language or gestures, threatening behavior, hazardous or physically offensive condition, or showing obvious signs of intoxication.
 - **Harassment.** Threatens or annoys another person by physical contact or abusive or obscene language or follows a person in or about a public place.
 - **Public Lewdness.** Intentionally exposes the private parts of the body in a crude and offensive manner in a public place.
 - **Theft (Larceny).** Wrongfully takes, obtains, or withholds the property of another.
 - **Trespass.** Knowingly enters or remains unlawfully on the premises.
 - **Controlled Substances.** Includes using, selling, or possessing controlled substances on Library property, and entering Library property while intoxicated or under the influence of illegal controlled substances. The use of alcohol is prohibited on Library property.