

# Rules of Conduct

## Clarence Public Library

The Clarence Public Library, established under the laws of the State of New York and chartered by the New York Board of Regents, is committed to provide residents of the Town of Clarence and of the County of Erie educational, recreational, and informational materials and services.

The Board of Trustees of the Clarence Public Library, under section 262 of the New York Education Law, establishes the following rules in order to facilitate the broadest and most equitable use of its facilities.

1. Respect for the rights and needs of all library users shall be maintained at all times. Use of the library's materials shall be so supervised that the maximum number of people can be adequately served.
2. Patrons of the library will conduct themselves so as not to interfere by their actions or speech with the use of the library by other library users.
3. The library is a public and open environment. Images prohibited under New York State Penal Law 245.11 may not be on public display.
4. While in the library, the following conduct is prohibited:
  - a. Engaging in disorderly conduct, fighting or challenging to fight, or using language that offends others;
  - b. Disturbing other patrons, staff, or volunteers including but not limited to disruptive behavior such as any loud, unreasonable and/or bothersome noises created by persons or devices; interfering with staff or volunteers in the performance of their duties and persistent, unwelcome attention; obscene or threatening gestures such as staring at another person; or following another person on or around the premises;
  - c. Carrying weapons of any kind;
  - d. Possessing, distributing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs;
  - e. Engaging in sexual misconduct (e.g., exposure, inappropriate touching, or sexual harassment of other patrons or staff);
  - f. Damaging, destroying, or stealing any library or personal property;
  - g. Bringing animals or pets into the library except those required to assist persons with disabilities or those involved in library programs;
  - h. Selling and/or soliciting of funds/goods by any person or agency other than the Library or the Friends of the Clarence Library;
  - i. Distributing or posting materials/literature that have not been approved by the library;
  - j. Smoking (of any kind) or using tobacco products; using e-cigarettes or vaping is prohibited; ***Public Health Law Section 1399-O Smoking shall not be permitted and no person shall smoke within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; provided, however, that the provisions of this subdivision shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.***
  - k. Eating or drinking except as approved activity in the meeting room; covered beverages are permitted in designated areas of the library.
  - l. Loitering;
  - m. Skateboarding; rollerblading prohibited inside library building;
  - n. Audible cell phone use limited to foyer area only.
  - o. No photography or recording on Library premises without Library permission.
5. Shoes or equivalent foot coverings are required.
6. All patrons shall obey reasonable requests of the library staff.
7. Packages, briefcases, and any other containers may be examined.
8. **Face coverings required in accordance with local, state and federal guidelines. The library reserves the right to turn away any patron who is not in compliance.**

Under Article 65, Section 3205 of New York State Education Law, "each minor from six to sixteen years of age shall attend upon full-time instruction." Accordingly, access to the library during regular school hours (without special permit or previous arrangement with school officials) is denied for minors between the ages of six and sixteen. No children under six years of age may be left unattended in the library at any time. Library staff will not be responsible for children who have been left without adult supervision. Adult patrons who are not engaged in library activities that require materials from the children's area shall be asked to relocate to other areas of the library.

The staff reserves the right to seek the intervention of appropriate law enforcement or social services agencies, as required by individual circumstances.

Persons whose actions violate these rules will be advised of their infraction(s). Failure to comply with the Library's established rules and regulations or violations of law may result in immediate suspension of library privileges and, where necessary, civil liability and/or criminal prosecution.

**Adopted by the Board of Directors on March 15, 2004.**

**Amended January 28, 2013; Amended November 23, 2015; Amended February 22, 2016; Amended February 25, 2019; Amended June 24, 2019; Amended September 23, 2019; Amended June 1, 2020; Amended June 28, 2021**