

West Islip Public Library  
Maintenance of Public Order Policy

The West Islip Public Library has adopted this Maintenance of Public Order policy as a means to provide a safe, comfortable environment in the Library, and to promote a worthwhile and satisfying library experience for all patrons. The Board of Trustees has enacted regulations for the purpose of maintaining public order in the Library and on the grounds, in accordance with Section 262 of the Education Law of the State of New York

Patrons, employees and visitors may use and enter into the Library and its premises for Library related purposes including, but not limited to, reading, selecting, returning, and borrowing materials, conducting business with the Library, using library equipment such as computers, and/or attending authorized activities, conferences, meetings, and concerts.

As a condition for the use of the Library premises, Library patrons and visitors who enter or remain at the Library, agree to be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for immediate ejection as a trespasser, suspension of Library borrowing privileges and/or revocation of rights to enter the Library premises for up to one year and other action as deemed appropriate by the Director. The Director or his/her designee is empowered to enforce the rules and regulation promulgated by the Board of Trustees.

1. Patrons and visitors shall not disrupt or disturb another's use of the Library by:
  - (i) engaging in loud or boisterous activities;
  - (ii) running in the Library;
  - (iii) playing audio or video equipment so that others can hear it;
  - (iv) using abusive or threatening language or actions;
  - (v) singing or talking to others or in monologue such that patrons are disturbed;
  - (vi) interfering with other patron's reasonable expectation of privacy;
  - (vii) staring at another person such that the other could reasonably be considered to be annoyed;
  - (viii) following another person about the premises such that the person followed is annoyed or disturbed;
  - (ix) exhibiting personal hygiene which disrupts others from using the Library;
  - (x) demonstrating prolonged or chronic sleeping, or
  - (xi) Engaging in any other activity which in the judgment of the Director or his/her designee disrupts the operation of the Library or its use by others, or which endangers the health, safety, or welfare of patrons, employees, or visitors.
2. Patrons and visitors are prohibited from smoking and use of tobacco products in the Library, including vestibules and terrace area.
3. Patrons and visitors are prohibited from bringing alcohol, controlled substances, or illegal drugs on the Library premises.
4. Patrons and visitors are prohibited from bringing weapons or weapon-like items on the Library premises.

5. Patrons and visitors are prohibited from defacing, damaging or destroying Library material, equipment and/or property.
6. Patrons and visitors are prohibited from eating or drinking within the Library and terrace area, *except* as follows:
  - As part of an authorized library activity or previously approved meeting.
  - The consumption of beverages is permitted in the Library on a *limited* basis and should be consumed in a considerate and responsible manner: the use of *covered/non-spill containers*, bottles and cans is permitted *except* in the public computer areas or near any mechanical or electronic equipment. The use of sippy cups and bottles is permitted as long as they are under the control of a parent or caregiver. Children are not permitted to walk around the library with a cup or bottle. Babies may be nursed in the Library. All trash should be disposed of in the provided receptacles. Additional areas may be designated as off limits for beverages by Library Administration when and if the need arises. Alcoholic beverages are not permitted (see section #3)
7. Patrons and visitors are prohibited from rearranging Library furniture or utilizing one chair by more than one patron.
8. Patrons and visitors are prohibited from sitting or putting feet on Library tables.
9. Patrons and visitors are prohibited from entering the premises without footwear as well as both upper and lower body covering.
10. Patrons and visitors are prohibited from bringing any pets, with the exception of trained guide dogs or for an authorized library program involving pets, into the building.
11. Patrons and visitors are prohibited from using cell phones in the Library, except in the lobby, gallery, and vestibule areas.
12. Patrons and visitors are prohibited from skateboarding, bicycling, or rollerblading in the building, on sidewalks, or in the parking lot. Bicycles should be locked in the bike rack provided, and should not be left in the entrance vestibule.
13. Patrons and visitors are prohibited from soliciting in the Library building or grounds, or distributing materials/literature that has not been approved by the Director.
14. Parents or guardians are prohibited from leaving children **under the age of nine** unattended within the premises.
15. The use of cameras, recording devices, camcorders, etc, in the building and on the library premises is prohibited without prior approval of the Director.
16. Patrons and visitors are prohibited from entering unauthorized areas.
17. Patrons and visitors are prohibited from removing library materials from the premises without authorization.
18. Patrons and visitors must obey all traffic and parking signs and arrows.

19. Patrons and visitors are prohibited from any other illegal acts or misconduct in violation of Federal, state, or local law, ordinance, or regulation.

Library personnel will enforce these rules. Patrons not complying with these rules will be requested to leave the premises. Library personnel are authorized to call the police if necessary.

The Library shall indemnify and save harmless the Library Director, his/her designee, and any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.

In addition to the above, the Library Director may thereafter, in his/her sole discretion, suspend the privileges of the violator to use the Library's facilities and/or services and/or right to enter the premises for a period not to exceed one year.

Appeals by Library patrons and visitors relating to suspension of Library service privileges and/or revocation of their privileges to enter upon the Library premises shall be made to the Board of Trustees. Each person shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action taken by the Library Director which suspends borrowing privileges or revokes the right to enter the Library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such a notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify, and cross-examine witnesses. Within fourteen (14) days of such a hearing, the Board of Trustees shall render a decision in writing.

Revised and approved by the West Islip Public Library Board of Trustees on May 17, 2006

Revised and approved by the West Islip Public Library Board of Trustees on April 17, 2013