

Glen Cove Public Library Code of Conduct Policy

The Glen Cove Public Library welcomes everyone to use its collections and services. We strive to maintain a safe, enjoyable environment so that staff and patrons always feel comfortable and secure. The Board of Trustees has approved a policy concerning behavioral expectations and prohibited activities. Visitors who do not abide by this policy may be required to leave the Library. This Code of Conduct Policy is not intended to be a complete list of violations. The Library reserves the right to take action against any behavior which can reasonably be deemed offensive or disturbing. The Library staff is authorized to expel any person who does not follow the Code of Conduct. *Law Enforcement* will be contacted if an individual does not exit the Library premises when told to do so by Library staff.

Behavioral Expectations

- Visitors will abide by Library rules and hours of operation.
- Visitors will wear clothing appropriate to a public place, including shirts and shoes.
- Visitors will remain in public areas of the Library unless otherwise invited to enter a private area.
- Children in Grade 2 and younger must be accompanied and adequately supervised at all times by a responsible person (an adult or mature adolescent).
- Patrons shall comply with reasonable requests of the Library staff.
- Reasonable quiet is expected, especially in designated study areas.
- Cellular telephones, pagers, or other electronic devices should be muted or used with headphones so as not to disturb other patrons or Library staff. Patrons should not conduct loud phone conversations.
- Patrons using their own computers must comply with the Library's *Internet Policy*.

Prohibited Activities

- Verbal or physical assault, harassment, or abuse.
- Indecent or obscene language.
- Following or stalking any individual.
- Soliciting.
- Bringing guns and other weapons onto Library property.
- Damaging or stealing Library, staff, or visitor property.
- Poor personal hygiene.
- Loud, disorderly, or aggressive behavior.
- Sleeping or lying down on Library property.
- Consumption, possession, or sale of alcohol, marijuana, or controlled substances.
- Appearing under the influence of alcohol, marijuana, or controlled substances, causing behavior problems.
- Smoking, tobacco, or marijuana use on Library property, including e-cigarettes/vaping.
- Operating audio so others can hear (headphones required).
- Bringing animals into the Library, with the exception of service animals or Library program animals.
- Violation of any federal, state, or local law.
- Any behavior infringing on the rights or safety of others.
- Any behavior that disturbs Library operations.
- Engaging in sexual conduct or lewd behavior on Library premises, as defined under New York Penal Law (New York State Penal Code, Section 245 Public lewdness).

Enforcement

1) While the Library facilities are open, the Library Director or his/her designees, in the first instance, shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to the Library Director or his/her designees who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon refusal of such person to obey the directive of the Library Director or his/her designees, such Library Director or his/her designees are hereby authorized and directed to make a complaint to the local Police Department and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. The Library Director shall forthwith make a report to the Board of Trustees.

2) When the Library is not open to the public, or when the Library Director or his/her designees are not present, any Library employee is authorized and directed, upon observing and being informed of any violation of these rules and regulations, to make inquire of the facts and circumstances surrounding the violation and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon refusal of such person to obey the directive of the employee, such employee is hereby authorized and directed to make a complaint to the local Police Department and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal Law. Subsequently, such Library employee, at the first opportunity, shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulations to the Library Director.

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

4) In addition to all of the foregoing summary remedies against the trespasser and/or the person in violation of law and these rules and regulations, the Library Director may, in his/her sole discretion, remove the patron's privilege to enter the Library premises and suspend his/her borrowing privileges for a period not to exceed one year.

Appeal

Appeals by Library patrons and registered borrowers of Library materials relating to suspension of borrowing privileges and revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees.

Each patron shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director suspending borrowing privileges or revoking their license to enter upon Library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence and testify on their behalf. Within thirty (30) days of such hearing, the Board of Trustees shall render a decision in writing either restoring the aggrieved person's Library privileges or confirming the Library Director's actions explaining the reasons for the continuance of the Director's action.

These rules may be revised or amended at any time.

Adopted by the Board of Trustees on October 20, 2026