

## 100-01 — Code of Conduct

### Statement of Purpose

To fulfill our mission, the Fairport Public Library has adopted policies with respect to patron behavior and conduct to ensure proper use of the library's collection, facilities, and programs by all patrons. It is intended to promote the comfort and security of patrons and library staff and to protect and preserve the library and its collections.

### Code of Conduct

- Be respectful and courteous to others.
- Library property and equipment must be used for its intended purpose.
- Proper attire, including shirt and shoes, and personal hygiene are required.
- Adjust headphone volume so that others are not disturbed. Talk in moderate tones.
- Non-alcoholic beverages in covered containers are allowed in most areas of the library; no other food or beverages are allowed unless as part of a library program or a preapproved use of the community room.
- Accompany and supervise young children at all times.
- Use the library restrooms for their intended purpose—no bathing, shaving, or laundry allowed.
- Service animals are permitted in the library; pets are not allowed.
- Library entrances, exits, stairways, and aisles may not be blocked. Personal items may not prevent others from using the resources of the library.
- Unattended backpacks, luggage, and packages are subject to search and possible seizure.
- Bicycles, skateboards, and rollerblades are not permitted in the library.
- Unlawful behavior, or behavior that disrupts library use or that threatens library patrons or staff is prohibited.
- Smoking on any device is prohibited.
- Distribution of political information inside the library for purposes of public advertising or political campaigning is prohibited.
- Only current library staff are permitted behind service desks and in staff office areas. All others must be accompanied by a current staff member.

*In general, behavior that violates the law, behavior that interferes with the use and enjoyment of the library by others, and behavior that interferes with library employees in the performance of their duties, is prohibited.*

### Consequences of Misconduct

Any person who refuses to adhere to the Rules of Conduct Policy will be asked to leave library premises. Law enforcement officials may be called to enforce compliance with such a request. Incident reports will be completed to document any violations of library policies.

A violator of this policy will be barred from entry into all library facilities for a period of time commensurate with the nature of the violation, at the sole discretion of the library director or the

director's designee. A person will be considered in violation of this policy if they refuse to comply with the directions of the staff, or if they repeatedly demonstrate behavior that is not permitted in the library.

The following penalties will be generally imposed, subject to the discretion of the library director or the director's designee:

- First Offense: excluded for the remainder of the day.
- Second Offense: excluded for up to one week
- Third Offense: excluded for up to one month

The Library Director may exclude a habitual or severe offender for a longer period of time, or permanently.

## Responsibilities

### Unattended Personal Belongings

Patrons are responsible for safeguarding their personal belongings, which should not be left unattended at any time. Personal belongings may not obstruct aisles, walkways, or seating for other patrons.

### Supervising Children's Behavior

It is the Library's policy that parents or legal guardians must assume responsibility for the behavior of their children and for deciding what library resources are appropriate for their children. Parents and legal guardians are expected to supervise their children while in the Library. There will be some resources that parents may feel are inappropriate for their children. Parents should let their children know if there are materials that they do not want them to use.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

## Statement of Inclusivity

Diversity is a fundamental value of Fairport Public Library. It is the goal of Fairport Public Library to create an environment that appreciates, acknowledges, encourages, and celebrates differences by functioning and communicating effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, creed, mental/physical disabilities, and cultural backgrounds. The Fairport Public Library values and provides services to everyone regardless of race, color, creed, religion, sex, gender identity or expression, national origin or citizenship status, physical or mental disability, age, or sexual orientation. The Fairport Public Library creates and maintains a working environment that embraces diversity among employees and strives to deliver inclusive service to its staff and the community. We believe libraries are for everyone.

**Adopted:** August 1996

**Reviewed:**

**Revised:** August 12, 1997; April 10, 2001; February 14, 2017; April 17, 2018; June 9, 2020; August 11, 2020; May 18, 2021; December 14, 2021; March 8, 2022