

Maintenance of Public Order

(Revised 2/28/13)

The Harborfields Public Library is chartered by the State of New York to meet the educational, informational, cultural and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the Library premises by all Library patrons, visitors, contractors and employees, as well as other licensees and invitees, in accordance with Section 262, Education Law of the State of New York.

As a condition of the use of Library premises, Library patrons, employees, contractors and visitors who enter upon or remain at the Library facilities, agree that they shall 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 upon Library premises for up to one year and other actions deemed appropriate. The Library Director or his/her designee is empowered to enforce this policy.

While on Library premises, patrons shall engage in activities associated with use of a public library. The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library premises and office for Library related purposes such as reading, selecting, returning and borrowing of materials, conducting business with the Library, and attendance at educational conferences, meetings, programs, and concerts authorized or conducted by the Board of Trustees or other Library personnel. All persons entering or remaining upon Library premises for non-Library purposes shall be deemed to be trespassers.

No private business, corporation, company, firm, professional, tutor, except pursuant to the Library's tutoring policy, or other entity or person shall be permitted to conduct such business, commercial, profit making, professional or other activity for which a fee is charged or for which compensation is received, on library premises.

Public Behavior Rules and Regulations

1. Patrons whose behavior interferes with the right of the public to enjoy traditional library services will be required to leave the premises.
2. Patrons shall not disrupt/disturb any other's use of the library, nor disrupt library functions or programs. This includes loud, abusive or threatening language or gestures.
3. Patrons may not loiter on Library premises.
4. Smoking is prohibited within any portion of the building.
5. Patrons are prohibited from transporting or selling licit or illicit drugs, alcoholic beverages, fireworks, firearms or weapons while on Library premises.
6. Patrons are prohibited from rearranging library furniture or utilizing one chair by more than one person.

7. Patrons are prohibited from defacing, damaging, destroying library material, equipment or property, or property belonging to any staff members. Any person who causes physical injury to the person or property of another shall be held responsible for such acts.
8. Patrons may not eat on library premises without prior administrative/Board approval.
9. Patrons are prohibited from sitting on library tables or putting feet on library tables or chairs.
10. Patrons must be appropriately dressed. Patrons are required to wear footwear, as well as upper and lower body covering.
11. Patrons are prohibited from entering into unauthorized areas.
12. Pets are prohibited with the exception of trained assistance animals.
13. Parents/guardians are prohibited from leaving young children unattended on library premises.
14. Skateboards, roller blades, roller skates, bicycles, wheeled sneakers or sports equipment, etc. are prohibited from library premises. Bicycles are to be locked at the bike rack, not placed in the vestibule.
15. Commercialization or solicitation of any kind without prior administrative or Board approval is prohibited. Material distribution or placement on bulletin boards without prior administrative/Board approval is prohibited.
16. Patrons must present identification when requested by a library staff member.
17. Behavior that may be considered bullying or sexual harassment is prohibited, consistent with other harassment prevention policies.
18. Use of cameras, recording devices, camcorders, etc. in the building, on the Library premises is prohibited without prior administrative/Board approval.
19. Patrons who refuse to comply with the directives of the Library director, or other authorized personnel, shall be required to leave the premises.

While the Harborfields Public Library is open, the Library director or his/her designee shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to the Library director or designee who shall 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 the refusal of such person to obey the directive of the Library director or designee, such Library director or designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information necessary charging said trespasser with appropriate violation of the penal law. The Library director shall forthwith make a report to the Board of Trustees. When the Library is not open to the public or when the Library director or designee is not present, any Library employee in charge may follow as above. Subsequently, such Library employee, at the first opportunity, shall make an oral and written report of the facts and circumstances surrounding the enforcement of these rules and regulations to the Library director.

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

Violation of these Rules and Regulations may result in: ejection from the Library premises, prohibition of entry upon Library premises, civil and/or criminal prosecution. Imposition of these penalties is within the jurisdiction of the Library director and Board of Trustees.

In addition to all of the foregoing summary remedies against the trespasser, and/or person in violation of law and these rules and regulations, the Library director may thereafter, in his/her sole discretion, take the following action with respect to the following categories of persons:

Patrons: residents of the Harborfields Public Library district or others qualified for registration as a borrower of library materials may have their borrowing privileges suspended for a period of up to one year.

Visitors, licensees and invitees: such persons may be subject to the revocation of their licenses to enter upon Library premises for a period up to one year. The Harborfields Public Library director may, at his/her discretion, notify other agencies of actions taken.

Appeals by patrons relating to suspension of library privileges may be made in writing to the Board of Trustees, through the Library director, within 30 calendar days of the Director's action.