

Mount Kisco Public Library

Code of Conduct

Welcome to the Mount Kisco Public Library! All members of the community are encouraged to enjoy the library and its facilities, resources, and programs. The Library strives to provide a safe, enjoyable, and positive experience for our patrons. The following rules and regulations have been created to maintain this environment for our patrons.

Be considerate of other library users and staff.

To create an enjoyable experience:

- Appropriate attire for a public building, including footwear, must be worn.
- Library staff are not responsible for locating, paging, or delivering messages to library users.
- Patrons may not loiter in entrances, doorways, or other areas that block foot traffic.
- Patrons cannot enter the Library before it opens and need to leave at closing time, unless there is a special event.
- Public health codes must be observed.
- When playing audio/visual equipment, please use personal headphones and keep the volume down.

For your safety:

- Bedrolls, blankets, or other large boxes/plastic bags are not permitted.
- Library staff may inspect all backpacks, book bags, satchels, and briefcases.
- Library staff may limit the number of people who can sit together.
- Personal property may not obstruct aisles, walkways, or seating.
- Please do not leave personal property unattended. The Library is not responsible for personal property or any theft or damage that occurs to it.
- Running, roller skating, roller blading, skateboarding, bicycling, and riding scooters are not allowed in the library.

Prohibited conduct includes, but is not limited to, the following:

- Disruptive behavior, noise, or loud talking (including cell phones), sleeping, lounging on library furniture, etc. that disturbs other patrons' use of the Library or the work of Library staff.
- Depositing trash anywhere but in the proper receptacles.
- Eating or drinking in public areas.
- Smoking, vaping, or the use of tobacco products on Library property.
- Inappropriate use of restrooms, including, but not limited to bathing, shaving, and laundry.
- Emitting an odor, including cologne or perfume, which impairs the ability of other patrons' use of the Library or the work of Library staff.
- Noncompliance with any request made by Library staff or security.
- Posting notices without the permission of authorized Library staff.

- Removal or attempted removal of Library materials or property without authorization.
- Selling or distributing goods or services except for ongoing sales or other fundraising activities of the Library or the Friends of the Library.
- Solicitation of contributions or signatures.
- Unauthorized distribution of printed materials.
- Unauthorized entry to staff areas or use of staff equipment.
- Unauthorized use of meeting room spaces.

Comply with federal, state, and local law.

In addition to the prohibited conduct mentioned above, patrons must comply with federal, state, and local laws, without limitation, those that concern the following:

- Committing or attempting to commit any activity that would constitute a crime under federal, state, and local laws.
- Physically or verbally assaulting, threatening, intimidating, harassing or abusing any other person.
- Possession of a weapon as defined by NYS Penal Law 265 by anyone other than a law enforcement officer.
- Selling, using, possessing, or being under the influence of alcohol, marijuana, or illegal drugs
- Any form of sexual misconduct, such as exposure, offensive touching, or sexual harassment as defined by New York State law.
- Theft and/or attempted theft, destruction, or vandalism of Library property or the property of library patrons and staff.

Library staff and security personnel are authorized to ask people who violate these rules to cease their violations at once. If the person will not conform to Library rules, they will be asked to leave the Library. Repeated failure to conform to Library rules may result in being excluded from the Library building and/or suspension of Library privileges. In addition, violation of these rules or failure to abide by such exclusion may lead to criminal prosecution, as appropriate. Any person who is excluded from the Library for a period in excess of one week has the right to appeal by requesting a hearing before the Library Board of Trustees, providing such hearing is requested by written notice addressed to the Board of Trustees, Mount Kisco Public Library, 100 East Main Street, Mount Kisco, NY 10549. Such notice must be received no later than five (5) business days after such a person has received notice that they have been excluded from the Library.

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