

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 in order to maintain this environment for our patrons.

**Be considerate of other library users and library staff.**

In order to create an enjoyable experience:

- Adults may use the computers in the Children's Room if they are accompanied by a child (see Internet Use Policy).
- Appropriate attire for a public building, including footwear, must be worn.
- Library staff is not responsible for locating, paging, or delivering messages to library users.
- Limit your workstation-based computer time to no more than an hour a day (see Internet Use Policy).
- Noise should be kept at an appropriate level so that it does not interfere with the use and enjoyment of the library by others.
- 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.
- Children under the age of ten need to be accompanied by a caregiver at all times. Those above the age of 12 are considered authorized caregivers and need to remain in the building. The library is not responsible for children under the age of 18 (see Unattended or Disruptive Children Policy).
- Library staff may inspect all backpacks, book bags, satchels, and briefcases.
- Library staff may limit the number of persons 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, riding scooters are not allowed in the library.

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

- Any action which disrupts the orderly operations of the library or the work of staff.
- Depositing trash anywhere but in the proper receptacles.
- Eating or drinking in public areas.
- Inappropriate use of restrooms, including, but not limited to bathing, shaving, and laundry.
- Noncompliance with any request made by library staff or security.
- Posting of notices without permission of authorized library staff.
- Removal or attempted removal of library materials or property without authorization.

- Selling or distributing goods or services except for on-going sales or other fund-raising activities of the library or the Friends of the Library.
- Sleeping, eating, or lounging on library furniture or floors.
- 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.

**Be in compliance with federal, state, and local law.**

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

- Abusive language
- Computer usage
- Concealed weapon
- Fighting or other disorderly conduct
- Gambling
- Indecent exposure
- Menacing or stalking
- Physical harm or threat of physical harm
- Selling, using, or possessing alcohol or illegal drugs
- Sexual conduct
- Smoking
- Theft and/or attempted theft of library property or the property of library patrons and staff
- Trespassing
- Vandalism

Library staff and security personnel are authorized to ask persons who violate these rules to cease their violations at once. If the violator will not conform to Library rules, they will be asked to leave the Library. Repeated failure to conform to Library rules may result in the violator 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 Board of Trustees, Mount Kisco Public Library, 100 Main Street, Mount Kisco, NY 10549. Such notice must be received no later than five (5) days after such person has first received notice that s/he has been excluded from the library.

Revised and confirmed September 25, 2000

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