

## **Maintenance of Public Order Policy**

The Library's purpose is to meet the educational, informational, cultural and recreational needs of the community it serves. In accordance with Section 262 of the New York Education Law, these rules, regulations and procedures have been adopted by the Board of Trustees for the purpose of maintaining public order in the Library facilities and on its grounds. Entry upon the Library's property or premises and use of its facilities is limited to employees of the Library, patrons of and visitors to the Library. Everyone who enters upon or remains in the Library's facilities is subject to these rules, regulations and procedures, and shall conduct themselves in accordance with this policy. The Library Director or his/her designee is empowered to enforce these rules, regulations and policies.

### **RULES & REGULATIONS**

Any person shall be deemed a trespasser and in violation of these rules and regulations if he or she, while lawfully enters upon the Library's facilities:

- causes or attempts to cause physical injury to the person or property of another, or who
- enters into unauthorized areas, or who
- refuses to comply with the lawful directives of the Library Director or other authorized personnel, or who
- disrupts Library functions or programs, or who
- causes or attempts to cause damage to, alter, mar or deface library books, materials, equipment, furniture or property, or who
- brings into the library illegal drugs, alcoholic beverages or fireworks, or who
- carries firearms, weapons or dangerous instruments onto the Library premises

### **CONSEQUENCES**

Any violation of these rules and regulations may result in the one or more of the following consequences, depending on the nature of the action(s) committed:

- a directive to cease and desist from engaging in the proscribed conduct, or
- immediate ejection from the Library as a trespasser, or
- suspension of Library borrowing privileges, or
- revocation of the privilege to enter upon Library premises for up to one year, or
- any other action as deemed appropriate by the Board of Trustees.

In addition to the foregoing summary remedies against the trespasser, the Library Director may thereafter, in his/her sole discretion, take the following action(s):

- Library patrons entitled to borrow Library books and materials may have their privileges to use the Library's facilities and/or services suspended for a period commensurate with the violation.
- Library personnel may be disciplined, censured, suspended or discharged in accordance with Library policies in the Employee Handbook.
- Visitors may be subject to revocation of the privilege to enter upon Library property for a period commensurate with the violation.

The Library Director may, at his/her discretion, notify other agencies of actions taken.

## PROCEDURES

Any perceived violation of these rules or regulations shall be reported immediately to the Director or his/her designee who shall immediately make inquiry into the facts and circumstances surrounding the alleged violation. In the event the alleged violation is substantiated, the Director or his/her designee shall either direct the trespasser to cease and desist the violation and/or vacate the premises. Upon the refusal of the trespasser to obey the directive, the Library Director or his/her designee is hereby authorized to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging the trespasser with the appropriate violation of the Penal Law. The Library Director shall make a report to the Board of Trustees as soon as practical. If the violation was investigated by the Director's designee, s/he shall, at the first opportunity, inform the Director and subsequently provide the Director with a written records of the facts and circumstances surrounding the enforcement of these rules and regulations and the action(s) taken to restore order.

## APPEAL PROCESS

Appeals by Library patrons and visitors relating to suspension or revocation of their privilege to enter upon Library premises, to access Library materials, to utilize Library services or to attend Library programs shall be made to the Board of Trustees.

A written notice of appeal should be submitted to the Board of Trustees within thirty (30) days of any action taken by the Library Director in response to a violation of these rules and regulations. The Board of Trustees shall convene a hearing within thirty (30) days at which time and place the person shall be permitted to present evidence, testify and cross-examine witnesses. Within fourteen (14) days of such hearing, the Board of Trustees shall render a decision in writing.