



Patron Conduct Policy

In order to maintain York Public Library as a safe, comfortable, and welcoming place for all, everyone who uses the Library and its campus must observe the Library's Rules of Conduct.

Expected behavior:

- Library users should be alert and engaged in library activities while using the facility, including reading, studying, using library materials or services, or attending programs.
- Users should be respectful to all around them while engaged in library activities.
 - Conversations should be kept to a minimum while using public spaces. Small study rooms are available for use for extended conversations.
 - Cell phones may be used in silent mode within the Library. All calls should be taken in the outer lobby.
 - Language should be courteous and polite at all times in our family friendly space.
- Beverages in closed containers are permitted in the library. Food may be consumed in the teen area, children's craft area, the Kennebunk room, and the Community room.
- Proper grooming and attire is expected of all users, including personal hygiene and footwear.
- The Library provides services without regard to race, color, ethnic background, religion, gender, sexual orientation, national origin, age, ability, or status in any group protected by applicable federal and state laws. The Library expects its users to demonstrate respect to each other.
- Users must attend to their belongings at all times.
- The Library provides an environment that is free of sexual harassment.

Restrictions:

- The possession, use, and influence of drugs, tobacco, alcohol, and weapons are prohibited inside and outside the Library building.
 - Exceptions to the use of alcohol for approved programs must be brought to the Board of Trustees and is subject to their approval.
 - In accordance with current state law (Title 25, M.R.S. section 2011), there is no restriction on possession of firearms at municipal meetings held at York Public Library. This exception will apply only to the meeting room used at the time of the meeting and not to any other part of the Library.
- Service animals are allowed in the Library to assist users, volunteers, or staff with disabilities. No other animals are permitted without the specific authorization of the Library Director.
- The Library prohibits the interference, harassment, or intimidation of other library users, volunteers, or staff. This includes all unwanted or abusive attention by word, act, look, or gesture.

- Unruly or loud behavior, such as yelling, swearing, hitting, is prohibited. Violent or threatening behavior to persons or property is prohibited, including but not limited to fighting, assault and/or battery, taking hostages, and threats to commit violence.
- Stealing, vandalizing, or mistreating Library or an individual's personal property is prohibited.
- Skateboarding, rollerblading, or loitering on the sidewalks and in the parking lot is prohibited.
- Library users may not enter staff workrooms, offices, and storage areas without authorization.
- Selling, advertising, petitioning, and soliciting are not allowed on the Library campus.
- Before and after publicly posted hours, the Library is open only to those attending scheduled meetings and events. Others will be asked to leave.

Response to Policy Violations:

- A Library user will be given a warning by staff to remedy the policy violation. If the violation is not resolved promptly, the user will be asked to leave for the day.
- In the event that a Library user repeats the same or a different violation, the user can be asked to leave for a longer period of time, dependent on the severity of the violation.
- If a Library user does not comply, the police may be called.
- Appeals can be made to the Library Director or the Board of Trustees.

These rules apply to all Library users, volunteers, and staff and for all activities and meetings held at the Library. Library users and volunteers who witness an infraction of any of the above rules should alert Library staff as soon as possible so they can assess the circumstances of the situation and address it accordingly. This Conduct Policy will be posted online, around the building, and available at each service desk.

Approved by the York Public Library Board of Trustees on July 31, 2020