

Code of Conduct

The Board of Trustees of the Mamaroneck Public Library District is dedicated to providing an atmosphere conducive to the enjoyment of library facilities where people of all ages may read, study, use library equipment and participate in library activities and programs.

The Board of Trustees is authorized to establish rules and regulations for the protection of library resources, patrons, staff and the physical building. The Library Director is authorized and directed by the Board of Trustees to interpret and enforce these rules and regulations in the best interest of library users. Therefore, the following Code of Conduct has been established for all library users – children, young adults, and adults.

In general, behavior that violates the law, interferes with the use and enjoyment of the Library by others, or interferes with a library employee's performance of their duties, is prohibited. Anyone whose behavior is not in compliance with the Code of Conduct will be asked to leave the building by a library staff member.

We expect our patrons to:

- Follow established loan procedures before taking library property or materials out of the building.
- Adhere to the guidelines in the Children's Room Policy especially with respect to unaccompanied children at the library
- Comply with the Library's Internet Use/WIFI Network Use policy when using any computer in the Library. This includes laptops or other personal devices that access the Library's wireless network.
- Use library furniture, equipment, and materials properly and for their intended functions.
- Refrain from entering non-public areas such as offices, workrooms, and storage areas.
- **Leave the Library promptly at closing time.**
- Attend to personal belongings. The library is not responsible for personal belongings left in or on library property.
- Observe Public Health codes. Library users must be fully clothed and wear shoes. Bare feet are not permitted.
- Use restrooms only for their intended use.



- Maintain acceptable personal hygiene. If personal hygiene is sufficiently offensive to constitute a nuisance, the patron may be required to leave the Library.
- Turn cell phone ringers off or to vibrate when entering the Library. Discreet cell phone use is permitted as long as users are considerate of others by speaking in a low voice. Library staff can request proper noise levels be maintained so as not to interfere with other patrons' use and enjoyment of the Library.
- Use meeting rooms appropriately and as scheduled. Groups using these rooms are expected to adhere to the guidelines posted (for more information see Meeting Spaces policy)
- Consume food and drink only in the designated areas. (for more information see Food and Drink Policy)

The Following Behaviors and Activities Are Not Permitted in the Library:

- Being under the influence of alcohol or drugs on library property. The use of alcohol and drugs is prohibited on library property inside and outside. The Library Director may grant exceptions to the use of alcohol for specific programs or events.
- Bringing animals into the Library beyond the main lobby, except service animals needed to assist a patron with a disability or any animals used in library programs.
- Unauthorized distribution of printed material.
- Unauthorized sales.
- Defacement of the interior of the Library, including but not limited to walls, furniture, windows, and elevators.
- Defacement of the exterior of the Library, including but not limited to walls, patio, furniture, windows, plantings, shrubs and surrounding property.
- Leaving or storing personal belongings.
- Loitering.
- Obstructing aisles, walkways or seating.
- Placing feet on furniture.
- Noise levels that disturb others. Personal electronic devices, such as computers, smartphones or tablets, may only be used with earphones.
- Rearranging or moving library property.
- Rollerblading, skateboarding, ball playing, and other sports.
- Running in the Library.



- Sleeping in the Library.
- Sexual activity of any kind, including public displays of affection, sexual harassment, and indecent exposure.
- Soliciting.
- Smoking or using “smokeless” products including e-cigarettes.
- Use of abusive language towards staff or other patrons.

Library personnel on duty are authorized to ask persons who violate these rules to leave the Library and library premises immediately. Violators of these rules may be banned from the Library premises permanently.

Adopted: Sept 22nd, 2010

Reviewed: May 8th 2024

Amended: March 2014, May 2024

Next review: 2029