

HICKSVILLE PUBLIC LIBRARY  
Policy Concerning Proper Conduct In The Library  
Adopted By The Board of Trustees June 17,1992  
Revised February 15, 1995  
Revised July 2, 1996  
Revised September 16, 1998  
Revised March 22, 2000  
Revised July 2, 2003  
Revised March 21, 2007  
Revised May 19, 2010  
Revised April 20, 2011  
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Revised June 20, 2018

### Statement of Purpose

The Board of Trustees of the Hicksville Public Library recognizes that the users of the Library have a right to assume that visits to the facilities will be free from harassment, free from physical discomfort and danger. The library staff members have the same rights as patrons of the library. It has been the experience of the library that the rights of both the public and the staff are sometimes violated by the attitudes and behavior of a very small minority of persons.

It shall therefore be the policy of the Board of Trustees of the Hicksville Public Library to maintain in its facility a quiet and pleasant environment conducive to serious study as well as to casual use.

To assure the successful implementation of this policy, the Board of Trustees of the Hicksville Library exercises its authority as outlined in N.Y. State Education Law 262 and declares to all library users that it considers the following to be unacceptable behavior on library premises and accordingly may result in the loss of library privileges, or in the case of an employee may result in disciplinary action.

1. Any loud conversation, distracting sounds, or noises that annoy or inconvenience staff members or library patrons.
2. Any obscene or abusive language or gesture that is directed at other patrons or library staff member.
3. Use of radios, record players, etc. in any manner so that sound is transmitted to other patrons.
4. Blocking or anyway interfering with the free movement of any person or persons within the library.
5. Following staff or patrons around the building.
6. Deliberately disrupting library functions programs or special events.

7. Engaging in any disorderly conduct as defined by law, committing a nuisance, or unreasonably disturbing library users and staff.
8. Soliciting or selling of any kind, campaigning, canvassing, or poll taking for any reason in the building or grounds of the library without the prior written approval of the Library Director.
9. Use of library telephones by any person other than library personnel unless approved.
10. Consumption of unauthorized food brought into the building.
11. Consumption of alcoholic beverages or drugs.
12. Rearranging or relocating any library furniture, books, or equipment from one location to another.
13. Bringing animals other than service animal into the library.
14. Removal of any library property from the building or grounds without authorization through established lending procedures.
15. Bringing weapons of any type onto library premises.
16. Smoking is prohibited in all public areas or generating an open flame on library premises.
17. Willful destruction or damage to any library property.
18. Entering the library without shoes, shirt
19. Bringing bicycles, skateboard, skates or using "heelies" in the library.
20. Using library restrooms for unconventional purposes such as bathing, shampooing or doing laundry.  
(Use of restrooms is limited to one patron per restroom at one time with the exception of parents/guardians accompanying small children).
21. A security system protects the library collection against unauthorized removals.  
All patrons and staff shall obey reasonable requests to determine what materials have activated the alarm when passing through the system.
22. The usage of cell phones in the library is prohibited.
23. Tutoring of students in the Library by paid tutors is prohibited because this is a violation of

Library policy prohibiting the usage of Library premises for financial gain.

24. Sleeping in the library or at the library's entrance. "Sleeping" includes incidental napping, sleeping for an extended period of time, and/or lying down in the library or at the library's entrance.
25. Patrons are expected to keep their personal belongings with them at all times, and to ensure that any personal belongings do not obstruct aisles, walkways or seating for other patrons. Personal belongings are not to be left unattended for more than a few minutes. Patrons are responsible for taking their belongings with them as they move throughout the library's premises. Belongings should not be left to reserve a space in the library.
26. Engaging in any activity in violation of federal, state, local, or other applicable law or library policies.

## Beverage Policy

The Library strives to create a welcoming, clean and comfortable environment for the public and meet the needs of users who are in the Library for extended periods of time. To meet this goal, the Library has adopted the following policy for the consumption of beverages in public areas of Library facilities:

Consuming beverages from lidded containers is permitted in the Adult Library Rooms. Lidded containers include coffee, water, soda, juice cups, glass and plastic beverage bottles, and beverage cans.

In the Children's Room, the use of "sippy cups" and/or baby bottles is permitted as long as held by a parent or caregiver. Children are not permitted to walk around the Children's Room with a cup or bottle.

Drinks may not be consumed by patrons in the stacks or in areas where electronic equipment (computers, microfilm/fiche readers, copy machines) is in use.

The library is not responsible for unattended drinks; they may be discarded.

Empty containers are to be discarded in trash receptacles located throughout the library.

Please clean up any spills right away-- if additional assistance is needed, contact library staff at the desk.

## Request To Leave

1. When prohibited behavior is observed by a library staff member, the library employee will immediately inform the Librarian in charge. The Senior Librarian in charge along

with the Director or Assistant Director will quietly advise the patron that the particular prohibited conduct has been observed. The patron will be informed of the library's policy on proper conduct.

2. If the disruptive behavior continues after the first approach and warning, the Senior Librarian on duty should use discretion to issue a second warning or firmly ask the patron to leave the library.
3. A patron who refuses to obey a clear request from a staff member and/or security personnel to leave the library for failure to abate prohibited conduct is a disruptive patron and in violation of the library's rules for proper conduct. The staff member will refer the problem to the ranking staff member.
4. The designated staff member in charge should familiarize himself/herself with the circumstances of the case and advise the patron that if he/she does not leave the library immediately the police will be summoned. If the disruptive patron does not leave, the ranking staff member should summon police.
5. If a disruptive patron appears to be violent, or dangerous in any way, the staff member shall notify the police immediately but not approach the person.
6. When the police arrive, the staff members involved must be present to answer all questions and apprise the police of the situation.
7. A staff member involved in any incident whether or not the police were notified shall file an incident report with the Director's office as soon as possible.
8. The Hicksville Public Library shall indemnify and save harmless the Library Director, his/her designees, or any library personnel, from any action, claim, or proceeding instituted against such person arising out of the enforcement of the rules of the Hicksville Public Library concerning proper conduct in the library.

### Suspension of Library Privileges

1. In addition to all of the foregoing summary remedies against any person or persons in violation of law and/or the library's rules for proper conduct, the Library Director may in his/her sole discretion, suspend the license and privilege of the disruptive patron to enter upon the premises of the library or to participate in official library activities and functions. Such patron will be notified in writing of the suspension of his/her privileges, and will be provided with details concerning the reasons for the suspension and the procedure for appealing such suspension. \*\* The length of time for the suspension will be a minimum of one month to a maximum of two years, depending upon the severity of the offense. Such suspension shall not exceed two years
2. A patron may appeal a suspension of library privileges to the board of trustees. Request for an appeal must be made in writing within thirty (30) days of the date of the

letter notifying a patron of his/her suspension.

3. An appeal hearing will be conducted within 30 days of the request, before an impartial hearing officer appointed by the board of trustees. The patron will be informed in writing of the time and place and the name of the hearing officer. A transcript will be made of the hearing and all witnesses will be sworn and subject to cross-examination.
4. The patron will be notified in writing of the decision of the hearing officer within 10 working days after the library's receipt of the hearing officer's decision.

