

PATRON BEHAVIOR POLICY

Patrons and visitors are expected to behave reasonably and responsibly inside and on Library property. Examples of unacceptable behavior may include but are not limited to the following:

- Raising of voices or excessive talking in the Library which interferes in other Library patrons' quiet use and enjoyment of the Library facility.
- Distributing leaflets or circulating petitions.
- Preventing or blocking access to materials.
- Using loud, abusive or threatening language.
- Entering into the Library with personal property or clothing which emits a strong, noxious or offensive smell or odor disruptive as to impede the use of the Library by other patrons
 - Defacing or destroying Library material or property.
 - Inappropriate use of computers.
 - Improper removal of Library materials from the Library.
 - Failure to return overdue Library materials or to pay associated fines for overdue materials.
 - Improper attire, including the lack of a shirt or shoes.
 - Re-arranging or inappropriate use of furniture (ex. feet on chairs).
 - Recreational rollerblading, skateboarding or scootering on Library property.
 - Bringing animals into the library unless necessary for assisting the disabled, and the animal is trained to assist the disabled.
 - Smoking, including e-cigarettes, consumption of alcohol, use of controlled substances, or weapons on Library property.
 - Sleeping on Library property.
 - The placing of any receptacle which solicits donations without prior permission from the Board of Trustees.
- Beverages in bottles or cups with lids are permitted. Light snacks may be consumed. All trash must be properly disposed of.

Parking of oversized vehicles is prohibited on Library property: for purposes of this policy, an oversized vehicle is defined as any vehicle which cannot fit within a single parking space. Violations of the oversized vehicle restriction may, in addition to the sanctions referenced below, result in the Library having the vehicle towed at the owner's expense.

Library staff is authorized to question patron behavior in the Library.

Procedures for Policy Violations

The Library Director or the Director's designee is authorized to take any/all of the following steps:

1. Make inquiry of facts surrounding the violation.
2. Direct person to cease the violation.
3. Direct person to vacate the Library premises.
4. Upon refusal, contact appropriate law enforcement agency for assistance.

Consequences for Policy Violations

Depending on the violation, the Library Director or the Board President is authorized to take any/all of the following steps.

1. Suspension of the person's Library privileges for up to one year.
2. Banning the person from Library property for up to one year. The Director has the authority to impose an immediate 30-day suspension or ban.

The Board President will be informed as soon as possible and will contact the Board of Trustees for further action.

Appeal Procedure

1. Library patrons have 30 days to make an appeal in writing to the Board of Trustees.
2. The Board of Trustees must convene a hearing within 30 days of appeal submission.
3. The Board of Trustees must render a decision in writing within 14 days of the hearing.

Revised 3.18.2024
Montauk Library Board of Trustees