

Policy Code of Conduct

Everyone is welcome to use the library's facilities; however, every patron must comply with the policy on behavior which prohibits all conduct that materially disrupts the use of the library facilities, collections or services. Quiet conversation is expected at all times.

Patrons are urged to report disruptive behavior immediately to staff so appropriate steps can be taken. Disruptive or unacceptable behaviors include, but are not limited to:

- Engaging in loud or offensive conversation or rowdy behavior.
- Annoying or harassing behavior, with or without the intent to disturb others, including use of personal stereos. Headphones must be used at all times and the volume must be inaudible to others.
- Abusive speech or action toward library staff or other patrons.
- Damaging, defacing, or misusing library materials, equipment or facilities. The library and its contents belong to the citizens of Gardiner. Patrons damaging the library facility or its contents will be held responsible for necessary replacement or repair. If the patron is a minor, parents or guardians will be held responsible as provided by the law.
- Loitering or sleeping.
- Relocating library furniture or equipment without the permission of library staff.
- Soliciting, selling of any kind, or distributing leaflets not specifically approved by the director.
- Posting notices without prior approval of the Library Director.
- Possessing or using alcohol or controlled substances on library premises.
- Individuals who are under the influence of alcohol or drugs are prohibited from using the library.
- Using tobacco products in the library.
- Holding unauthorized or unscheduled group meetings or group conversations.
- Blocking or interfering with the free movement of individuals.
- Using restrooms for meetings, loitering, solicitation for immoral purposes, for the consumption of alcohol or controlled substances.
- Improper attire - shirts and shoes are required.
- Refusal to produce proper identification if requested by a staff member may result in immediate eviction. The library reserves the right to inspect the contents of any bag, knapsack, briefcase, etc.
- Entering the library's staff areas, except on approval by library personnel.
- Individuals with offensive body odor leading to complaints from other library users and/or staff will be required to leave.
- Owners of cell phones and beepers will be expected to turn ringers off, or turn them to vibrate while anywhere in the library. If cell phone or beeper/pager use is required, users must move to the lobby or outside the building. Loud conversation is both unnecessary and unacceptable. Failure to comply may result in loss of library privileges.
- Patrons are required to wear face coverings inside the library when the library is transitioning to a complete reopening after a pandemic or other emergency closure which requires face coverings for the safety of the staff and patrons as recommended or required by the CDC. Patrons under 2 years old are not required to wear a face covering. People

who can not wear a face covering for medical reasons will not be allowed to enter the library but will be served curbside by library staff.

- Patrons are required to maintain the social distancing requirements posted in the library when the library is transitioning to a complete reopening after a pandemic or other emergency closure which requires space between people for the safety of the staff and patrons

Entering the library signifies agreement with these rules and regulations. Enforcement of this policy will consist of the library staff giving the patron violating this policy a verbal warning. If the patron continues to violate this policy, they will be asked to leave. Finally, if a patron refuses to leave, the State Police will be notified and the offender may be prosecuted for trespassing.

By following these rules staff and patrons will make Gardiner Library a good place for learning, recreational reading and research.

Updated June 2020