**Patron Code of Conduct**

Patrons in the Cohocton Public Library are expected to act respectfully of other patrons and Library staff at all times. The following policies are enforced:

1. Thefts
2. If the theft involves Library property, notify police first and then notify Library Director or Board President.
3. If theft involves user’s property, notify police if user desires.
4. Notify insurance company.
5. Infringements of Library regulations
6. A Library staff member will identify themselves and ask patron to cease inappropriate behavior.
7. If patron does not comply, they will be asked to leave the premises.
8. If patron refuses to leave the premises or becomes belligerent, proper authorities will be notified.
9. Code of Behavior

The following are principles governing behavior to be followed at all times while in the Library or at a Library sponsored event.

1. Conversations should be kept to a respectful and appropriate level. No one should ever be the loudest person in the Library.
2. Foul language is prohibited.
3. Verbal and physical fighting, real or staged, is prohibited.
4. Overly boisterous behavior (horseplay, running, and shouting) is not prohibited.
5. Large groups of patrons may not congregate or socialize in the Library in a manner that blocks traffic or access to any part of the Library for other patrons.
6. Campaigning, proselytizing, petitioning, or soliciting for any cause or reason is prohibited. In certain instances the Library may, at the Director’s discretion, host campaign or petition paperwork when the cause is in deemed to be in the Community’s best interests.
7. Shirts and shoes are required to be worn while in the Library.
8. Sleeping and napping are prohibited.
9. Patrons with poor physical hygiene, who emit and offensive odor, will be required to leave. Re-entry to the Library may occur after proper physical hygiene has occurred.
10. Patrons who exhibit behavior inconsistent with the normal range of socially accepted behavior will be required to leave.
11. Patrons must clean up after themselves, including proper disposal of garbage and recycling, and replacing materials when applicable.
12. Food and drink are allowed only in designated areas and may not disturb other patrons.
13. Smoking is prohibited in all areas of the Library and at all Library sponsored events.
14. Personal music devices are allowed only when used with headphones or earbuds. Volume must be kept at a respectful level and may not disturb or be heard by other patrons or Library staff.
15. Theft, defacement, destruction, or other abuses of Library property is prohibited and will be prosecuted to the fullest extent of the law and may result in suspension or revocation of Library privileges.

Violators of these rules who refuse to leave the Library when requested are subject to arrest under the Criminal Trespass section of the New York State Penal Law.

Violations of these regulations should be reported in a Library Incident Report, brought to the attention of the Library Director, and kept on file.

10/24/17 PT

Reviewed 12/21/21 JZ

Board Reviewed 2/21