



## **NORWOOD PUBLIC LIBRARY**

1 MORTON STREET  
NORWOOD, NY 13668  
(315) 353-6692

### ***PATRON RESPONSIBILITY POLICY***

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**Patron Responsibility Policy** effective September 12, 2012 as adopted and revised on April 21, 2022 by the Board of Trustees.

The library is a tax-supported entity and will serve all residents of the community and the public library system area. It is the responsibility of the Library to establish guidelines for patron conduct to protect the rights and safety of Library patrons, volunteers, and staff, and to preserve and protect the Library's materials, equipment, facilities, and grounds.

Library service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual/gender identity.

#### **Patron Responsibilities and Conduct**

- A. Please turn your cell phone to "vibrate only" mode or turn power off while inside the library. Patrons are asked to step outside the reading room to talk on their cell phone.
- B. The library restroom is not to be used for personal grooming/washing.
- C. Patrons are not permitted to use the library for sleeping/napping.
- D. Weapons or instruments/devices that may be used as a weapon are not allowed in the library.
- E. The Library is a smoke-free zone. No smoking is allowed within the building or within 25 feet of any building entrance.
- F. Patrons must be properly attired in the Library. Patrons may not enter the Library barefoot or shirtless.
- G. Food and drink are allowed in the Library, except for in the public computing area. Patrons assume responsibility for any damage or mess caused by spilling beverages or dropping food.

- H. Patrons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video for copyrighted materials. Patron transactions and computer usage are confidential and may not be recorded or photographed.
- I. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities at the discretion of the library director. Law enforcement will be asked to respond when patrons are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff.

The use of the library may be denied for due cause. Such cause may be:

- failure to return library materials or to pay penalties
- destruction or theft of library property or equipment
- disturbance of other patrons due to objectionable language, odor, or behavior
- illegal, disruptive, or objectionable conduct on library premises including alcohol or drug use, sexually inappropriate behavior, or violent behavior
- physically harming or threatening to harm staff or patrons
- photographing or video recording patrons in the public restrooms and staff only areas.

**Young children:**

- A. The Norwood Public Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under age ten must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.
- B. The library staff is not responsible for supervising children left alone upon the library closing, but will make attempts to reach a parent or caregiver for immediate pick-up. If a parent cannot be reached within fifteen minutes of the closing of the library, the police department will be called to pick up the child. Under no circumstances will a library staff member or volunteer drive a child home.
- C. Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that they must settle down or they will be asked to leave the library. If after a second warning the child continues to be disruptive, they will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

*Adopted: September 12, 2012*

*Revised: November 14, 2014*

*Revised: April 19, 2018*

*Revised: April 21, 2022*