

Patron Code of Conduct or Appropriate Use Policy

To ensure that all patrons of and visitors to the Greenwich Free Library are able to enjoy the facilities to the fullest extent and to protect the safety and personal comfort of all patrons and Library staff, the Board of Trustees has adopted these rules and regulations concerning the Library buildings, grounds and parking areas (the “premises”):

- While on Library premises, all patrons shall conduct themselves so that they will not interfere, by their actions or speech, with the rights of others.
- Patrons shall not engage in activities not associated with the use of a public Library.
- Patrons shall comply with reasonable requests of the Library staff.
- The Library reserves the right to inspect the contents of any bag, knapsack or brief case that a patron wishes to bring into the Library buildings or onto Library grounds, including the parking lot.

Appropriate Use

Patrons shall not conduct any business or trade for profit.

Misconduct such as the use of inappropriate language or behavior, gestures or bullying, public drunkenness, offensive body odor, drug usage, sale or exchange of alcohol or drugs and other offensive behavior will result in expulsion and/or suspension of Library privileges.

Other unacceptable Library behavior includes sleeping, staring, stalking, soliciting, loitering, littering, using Library facilities for inappropriate purposes such as bathing or laundering clothes and damaging property.

Harassment, abusive speech or action toward Library staff or patrons will not be tolerated and may result in loss of Library privileges.

Staff work areas are restricted to Library staff and authorized volunteers. Patrons shall not enter the staffs’ work areas without express invitation and permission from an authorized member of the Library staff.

Vehicles left unattended in the Library parking lot when the Library is closed are subject to towing at the owner’s expense.

Skates, skateboards, sleds and other sports equipment may not be used on Library property.

Cellular telephones or other electronic devices should be muted or used with headphones so as not to disturb other patrons or Library staff. Patrons should not conduct loud phone conversations in the Library. Patrons may be asked to take phones and/or devices to the lobby or other area where they will not disturb others. Those not complying will be asked to leave the building.

Patrons using their own computers must comply with the Library’s Internet Policy [1] as well as with the Patron Code of Conduct.

Failure to comply with these rules, with or without the intent to disturb others, shall constitute annoying or harassing behavior, and may result in short- or long-term loss of Library privileges.

Per NY State law, patrons may not smoke in the building or within 100 feet of the building. This includes cigarettes, cigars, pipes, and devices that produce smoke, i.e., electronic cigarettes, vapors and water pipes.

Education Law NYS §264 forbids the vandalism or defacement of Library property. A patron who vandalizes, steals, or destroys Library property will forfeit all Library privileges and will be subject to financial liability for damages.

Handouts, flyers and other materials shall not be distributed to the public or posted without the permission of an authorized member of the Library staff.

No animals other than service animals for the disabled or those used in a Library program are permitted.

Patrons shall wear proper attire including shirt and shoes.

The Library is not liable for lost or damaged personal property.

This Code of Conduct is not intended to be a complete list of violations. The Library reserves the right to take action against any behavior which can reasonably be deemed offensive or disturbing. The Library staff is authorized to expel any person who does not follow the above rules. Law Enforcement will be contacted if an individual does not exit the Library premises when told to do so by Library staff.