

Richmond Memorial Library	
Manual Name: Library Policy Manual	Date Effective: 2/10/2026
Section: Patron Code of Conduct	Date Created/Revised: 1/2011; 9/2013; 6/2018; 6/2023; 2/10/2026

Library Patron Code of Conduct

The Richmond Memorial Library's mission is to connect our community with resources that educate, enrich, and engage. In order to fulfill this mission, we must provide an environment that assures the safety of all library users, library materials, equipment, and furnishings; and to assure the use of the library is not obstructed by inappropriate behavior or actions.

Library patrons are expected to:

- Respect the rights of fellow library users and library staff
- Comply with library policies and the requests of library staff
- Check out any materials using a valid library card and be responsible for all fines, fees, or other charges due
- Follow the library's *Computer and Internet Use Policy* and other library policies.

Any patron who violates the Code of Conduct Policy in the Library may be banned from the premises. All infractions will be kept on record via an Incident Report filed by library staff.

Those violating the Code of Conduct will generally receive a verbal warning, followed by suspension of library privileges. Depending on the severity of the behavior, violations may result in an immediate suspension or complete ban of library privileges.

Patrons engaging in the activities listed below, who refuse to leave the library when requested, are subject to arrest under the Criminal Trespass section of the New York State Penal Law.

- a. Sexual, verbal, or physical harassment of staff or other patrons.
- b. Conversing in louder tones than the general noise level.
- c. Using personal electronic devices at a volume that disturbs others.
Headphones should be used.
- d. Verbal or physical fighting (real or mock).
- e. Boisterous behavior, including foul language, shouting, or running.
- f. Campaigning, petitioning, soliciting or proselytizing for any cause.
- g. Blocking entrances, exits or library aisles so that access to library materials or services is prevented.
- h. Entering employee workspaces or office areas without authorization.
- i. Loitering in the library building or on library grounds. For the purposes of this policy, loitering is defined as lingering in the library or on library grounds without any obvious purpose and where the behavior is disruptive and/or inappropriate to the purpose of the library and its use by others.
- j. Inappropriate dress, including absence of shoes or shirts.
- k. Smoking/vaping of any kind in the library or within 100 feet of the building entrances.
- l. Use or possession of controlled substances on library property.
- m. Drinking alcoholic beverages, except for in Library-sponsored programs.

- n. Unlawful behavior or behavior that disrupts library use or that threatens library patrons.
- o. Making unreasonable use of the public restrooms.
- p. Neglecting to provide proper supervision of children (see *Safe Child Policy*).
- q. Tethering animals near the entrances/exits to the library.
- r. Using the elevator inappropriately.
- s. Misuse, destruction, or theft of library property; leaving trash in and around the library.
- t. Leaving any items unattended in the library, especially near any building entrance/exit, including ramps and stairways.

Prohibited Items

The following items are not permitted in the Library:

- Carts, large bags, or large collections of bags, excluding strollers.
- Any personal items that appear to be infested or have a foul odor that disturbs other persons.
- Bicycles or motorized vehicles. Individuals with mobility impairments are permitted to use wheelchairs, walkers, and other appropriate mobility aids on Library premises.
- Non-motorized skates, skateboards, and collapsible scooters (except when carried).
- Weapons of any kind.
- Alcohol or controlled substances of any kind.
- Commercial and professional photography/videography equipment of any kind without prior library approval. (See *Photography and Filming Policy*)

Illegal activities will be reported to the police (including defacing or mutilating library property, harassment, or threats) and will result in an immediate ban from the library.

The library reserves the right to request patrons to open any bags, purses, or packages for inspection when the anti-theft system is triggered.

Staff may conduct wellness checks if an individual is in the restroom for more than 10 minutes. Staff will contact emergency services if no response is received or if there is reasonable suspicion of illegal or prohibited behavior.

For the protection of staff, facilities, collections, and patrons, security cameras are in use on library premises. Security footage may be subject to the New York Civil Practice Statute 4509: Library Records and may be accessed by library administration or provided to law enforcement.

Approved by Board: 2/10/2026	
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