

CCLD CODE OF CONDUCT

The Chemung County Library District is committed to maintaining a safe, clean, and welcoming atmosphere for all members of the Chemung County Community. The CCLD Code of Conduct is enforced to ensure that the library chartered by the State of New York, maintains true to its mission ensuring that all patrons have access to the library, its resources, spaces, and services in a safe and reasonable manner that is both respectful to the space, materials, other CCLD Patrons, and CCLD Staff.

SAFETY & SECURITY

1. Any/all activity in violation of federal, state, local, or other applicable laws or Library policies in the library or on library property is strictly forbidden in the library or on library property. Violators may be banned in accordance with the *CCLD Banned Patron Policy* and the proper authorities will be notified of any such activity. **** See CCLD Banned Patron Policy****
2. Weapons of any kind are not allowed on library property, except by law enforcement officers. Weapons include, but are not limited to: guns, knives, restraints, sharp or bludgeoning objects, or any other object or material deemed dangerous by CCLD Staff. Patrons bringing weapons onto library premises will be banned. ****See CCLD Workplace Security/Anti-Violence Policy****
3. Walkways and emergency exits must not be blocked and kept clear at all times of personal items, electric cords, furniture, receptacles, and any other barriers and tripping hazards.
4. Patrons are required to remain in public service areas. All vendors and guests must Check-in/Check-out with either the CCLD Safety & Security Officer or Circulation Desk before being escorted in or out of a staff-only space.
5. Unattended Minors: A responsible caregiver (age 16 or older) must accompany any children under the age of 12 years of age when using the library. This responsible individual must at all times supervise, guide, and control the behavior of their charges as per CCLD policy. Library staff will contact the parents or police if this guideline is violated. ****See CCLD Unattended Minors Policy****
6. Service animals are allowed in the library and must remain under the supervision and control of their owner at all times. Service Animals may not be left unattended on library property. Animals or pets that are not service animals are prohibited in the library (unless part of a library-sponsored program). NYS Service Animal Guidelines ****See CCLD Use of Service Animal Policy****
7. Do not leave personal property unattended. CCLD staff may not monitor or store personal property for patrons and are not responsible for any lost, stolen, or damaged personal property.

ALCOHOL, DRUG-FREE & CONTROLLED SUBSTANCE-FREE LIBRARY

1. All CCLD Libraries are Drug-Free locations (this includes tobacco, cannabis, alcohol, and illegal use of controlled substances or prescribed medication, etc.). Drugs, alcohol, and the illegal use of controlled substances and prescription medication will not be tolerated on library premises.
2. The sale, distribution, possession, or illegal use of any kind of drug or illegal substance on library property (including drinking, smoking, chewing, electronic cigarettes, or vaporizers) is strictly prohibited. CCLD will contact the authorities regarding anyone violating this rule.

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3. Patrons under the influence of drugs or alcohol will be removed from the library and banned for the day. The authorities will be notified.

LIBRARY USE GUIDELINES & PATRON CONDUCT

1. Patrons must follow the direction and guidance of CCLD Library staff.
2. Engaging in any conduct that disrupts or interferes with the operation of the Library, or that disturbs library operations, staff, or other Library visitors, is prohibited. Patrons engaging in such actions will be dismissed from the library, and the authorities may be contacted.
 - Harassing, hostile, threatening, loud, boisterous, disruptive, and retaliatory behavior is prohibited.
 - Using threatening, obscene, offensive, abusive, language, hate speech, or gestures is prohibited.
 - CCLD follows the NYS Sexual Harassment Policy & Guidelines. Sexual activity, language, and behaviors are prohibited on library property.
 - Patrons behaving in an unhygienic manner or patrons with personal hygiene issues that interfere with the orderly operation of the library or with the ability of other patrons to comfortably use the facility will be dismissed from the library.
3. In accordance with CCLD's *Computer and Internet Resources Policy No. 262*, CCLD Computers, WIFI, and other resources or tools may not be used to view, display, print, or send any material that is obscene, libelous, threatening, or harassing.
4. Library Patrons must maintain appropriate attire (i.e. shirts, shoes, and pants, but not limited to) at all times while using the library.
5. Theft of library materials, library equipment, or private property will be handled as a legal issue by the proper authorities.
6. Extended or disruptive sleeping is not permitted in the library.
7. Patron usage of library restrooms is limited to conventional purposes and is limited to 10 minutes. Making unreasonable use of the restrooms, including laundering clothes and bathing is not permitted.
8. Damaging, defacing, or misusing any Library materials or property is prohibited. This includes defacing or removing library displays, and disabling Library equipment. Parents/Guardians of minors under age 16 found to be damaging materials or property will be contacted and fined.
9. Changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library is prohibited.
10. The use of bicycles, skates, skateboards, scooters, or anything similar (excluding ADA and/or medical-required mobility devices) is prohibited inside the library.

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FOOD & FRAGRANCE

1. Eating is permitted in designated areas within the library and is limited to small meals, snacks, or food provided by CCLD-sponsored programs. Larger events with food must be cleared by library staff.
2. Beverages with closeable lids are allowed in the library.
3. Food and beverages must be kept away from the library's computers and collection (this includes beverages with lids).
4. Patrons must respect the library space and clean up after themselves, placing trash and recycling in the appropriate receptacles.
5. Overly fragrant foods and personal scents are distracting and disrupt the library environment and are therefore prohibited. Likewise, unhygienic or foul-smelling personal items (clothing, bags, etc...) are prohibited.

LIMITED PUBLIC FORUM

1. CCLD is classified as a Limited Public Forum - Federal courts deemed public libraries to be a "limited public Forum." A limited (or designated) public forum, according to the US Supreme Court, is a forum set aside by the government for expressive activities. Like a traditional public forum, content-based speech restrictions in a designated public forum are subject to strict scrutiny. This means public libraries have the discretion to reasonably restrict the exercise of free speech rights in their buildings - especially to the extent that the conduct in question would be disruptive to the operation of the library, and other patrons or inconsistent with the library's fundamental mission.
2. CCLD protects its patron's right to library access, and usage, free from harassment, intimidation, or threats to their safety, well-being, and privacy rights, using policies and procedures developed in accordance with the Intellectual Freedom Committee's Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage. ***See ALA Library Patron Bill of Rights***
See ALA Freedom to Read ***See ALA Freedom to View***
3. CCLD is a limited public forum and In accordance with local, state, and federal laws, the use of third-party audio & video equipment, computers, and personal devices (including mobile phones), may not disrupt the operation of the library, violate the privacy of a patron's individual library usage, or threaten the library user's right to privacy, and a harassment-free environment. Therefore usage of such third-party audio & video equipment and devices is limited to designated areas. ***See third-party audio & video equipment usage map***
4. Soliciting, petitioning, panhandling, and canvassing, are not permitted on library property.

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PATRON RIGHTS

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See ALA Library Patron Bill of Rights** **See ALA Freedom to Read** **See ALA Freedom to View