

Approved November 2022

## BRONXVILLE PUBLIC LIBRARY USER REGULATIONS (including Unattended Children Policy and Vulnerable Adult Policy)

In order for the Library to operate and be administered in the best interests of the community it serves, the Board of Trustees of the Bronxville Public Library has adopted the following regulations regarding the conduct of patrons on the Library premises. The Library premises include not only the building, but all associated property, such as sidewalks, parking lots, and yards.

1. No one may steal, destroy, damage or deface any property of the Library. In general, any behavior is prohibited that violates federal, state, local or other applicable law, ordinance or regulation or interferes with the use and enjoyment of the library by others, or interferes with a library employee's performance of his or her duties.
2. Anyone abusing or threatening to abuse other patrons or members of the staff is subject to expulsion from the premises. These types of behavior include, but are not limited to, physically or verbally assaulting, harassing, or abusing any other person; and threatening, rude or intimidating behavior.
3. No one may conduct him/herself in a violent or disorderly manner, use abusive or profane language, engage in disruptive conversation or conduct, engage in lewd conduct, or otherwise interfere with the use and enjoyment of the library by others.
4. Eating, drinking and smoking are not permitted anywhere in the building. Exceptions may be made for specific Library programs or other events which have been authorized by the Director and the Board of Trustees, when refreshments may be permitted.
5. No one may refuse to obey the reasonable requests of an employee of the Library, including a request to present identification.
6. A Library user may play any personal audio equipment (including audio emanating from a computer) only when using headphones or earphones which make the sound inaudible to others.
7. In order not to interfere with the use and enjoyment of the library by others, or interfere with a library employee's performance of his or her duties, Library users may not talk on cell phones inside the building, except in designated areas.

8. No printed material may be posted **within the Library** without prior authorization by the Library Director or his/her surrogate. Solicitations for charitable, religious or other purposes, and selling of tickets, magazines or merchandise of any kind are prohibited. The only exceptions to this rule are fund-raising events or other events which have been authorized or sponsored by the Director, the Board of Trustees or the Friends of the Library.
9. Photographs of the Library or events at the Library may not be taken or published without the review and permission of the Director and/or the Chair of the Trustee Publicity Committee, except as provided by the New York State Open Meetings Law. The standard news media outlets will be advised of this policy.
10. No one may bring any animal into the building, unless it is needed to assist a person with a disability, or it has been specifically authorized in advance for an event at the Library.
11. Library users must adhere to the BPL Computer Use and Internet policy. Abuse or improper use of computer equipment is prohibited, including using catalog computers to access the internet. Library users are not permitted to add to, delete or modify the installed hardware or software.
12. Parents or caregivers are responsible for their children's behavior. Parents or caregivers may not leave a child under the age of 9 unattended at any time and must make arrangements to pick-up older children prior to the time at which the Library closes for the day. Please see Unattended Child[ren] Policy below.
13. Access to the Children's Library is limited to children, their caregivers, and Library staff. The Young Adult room is reserved for teenagers.
14. Except for wheelchairs or strollers, riding or rolling devices (including but not limited to: roller skates, in-line skates, skateboards and bicycles) are not permitted in the Library; bicycles must be placed on the bike rack provided outside the Library.
15. Appropriate attire is required in the building. Shirts and shoes must remain on at all times.
16. Sleeping or loitering in the Library is prohibited.
17. Sunbathing on Library property is prohibited.

**IMPORTANT – PLEASE NOTE:**

Any member of the Library staff is authorized to ask persons who violate the foregoing Library User Regulations to immediately leave the Library premises. If a library user refuses to leave the premises when asked to do so, the Police will be called to remove that library user. Repeated violations of these regulations may result in such violator being banned from the Library.

Violation of these regulations may lead to criminal prosecution. Any person who is banned from the Library for a period in excess of one (1) week has the right to appeal by requesting a hearing before the Board of Trustees of the Library, provided such hearing is requested by written notice addressed to: Board of Trustees, Bronxville Public Library, 201 Pondfield Road, Bronxville, NY 10708, and received no later than five (5) days after such a person has been first notified that he or she has been banned from the Library.

## Bronxville Public Library Unattended Children Policy

Bronxville Public Library welcomes children to use its facilities, resources and services.

Responsibility for the safety and well-being of children using the Library rests with the parent or adult caregiver, not the Library staff.

Children under 9 years old must be accompanied at all times by (that is, **must** stay within the sight of) the parent or adult caregiver.

Children ages 9 and **older** may use the Library unattended, subject to policies adopted by the Board concerning Library User Regulations.

Parents or caregivers must make arrangements to pick up older children by Library closing time. No child can be left at the Library after closing time.

Parents or caregivers will be informed of any instances of unattended children **under 9 years old** and asked to address the situation to ensure that it does not happen again.

When a child is unattended or under-attended, library staff will attempt to contact the parent or guardian of the child. In the event that the parent or guardian cannot be located, staff will contact the Bronxville Police Department. In the event of an emergency, staff will call 911. At least two staff members will remain after hours with an unattended child until the parent or guardian or police arrive. Parents/Caregivers who violate the rules stated above risk having their Library privileges restricted or revoked.

Library staff will not provide food, transportation or money to children.

# Bronxville Public Library Vulnerable Adults Policy

Bronxville Public Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults\* in and around the Library. A parent/guardian or caregiver eighteen years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

## Definitions

\*A vulnerable adult is an individual over the age of eighteen who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for their own care or manage their own behavior without assistance.

## Policy Statement

1. Vulnerable adults who can understand and follow the rules of conduct and who can care for themselves are welcome to be in the Library unattended. Vulnerable adults will be expected to follow the rules of conduct as outlined in the Library User Regulations. They should have contact information for a parent/guardian or caregiver who can assist them in an emergency.
2. Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times.
3. The Library assumes no responsibility for vulnerable adults left unattended on the Library premises. Staff members are responsible for assisting all Library customers and cannot adequately monitor unattended vulnerable adults.
4. Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.
5. Sudden emergencies may occur in the Library and in such cases the Library assumes no responsibility for unattended vulnerable adults.
6. Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's
  - Health or safety is in doubt
  - Behavior disturbs other Library users
  - Actions violate the Code of Conduct
  - Parent/guardian or caregiver is not present at closing time

7. Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate parent/guardian or caregiver. If no responsible adult is reached, or the vulnerable adult is not picked up by closing, staff may notify the police.
8. Library staff may not drive vulnerable adults to any location, even at the request of the parent/caregiver.
9. Any time vulnerable adults are left unattended in the Library, staff will discuss this policy with the parent/caregiver.