

## **Code of Conduct**

The Rye Free Reading Room and its staff are committed to providing a safe and pleasant atmosphere in which people can use the library and its resources. This Code of Conduct outlines acceptable behavior for customers of the Library, with respect to the rights of all other customers and the staff, which will not interfere with the functioning of the Library or disturb others.

1. Property belonging to the Library shall not be destroyed, injured or defaced; nor shall any furniture, fixture or equipment be moved from its proper place. Misuse of the rest rooms is not permitted. Library materials must be checked out to a library customer before being removed from the library.
2. Interference with or the harassment or intimidation of other customers, Library staff or Library volunteers is unacceptable.
3. Loud talking and the use of cell phones, personal audio equipment and other electronic devices without earphones are to be limited to the lobby area or enclosed stairs. Quiet must be maintained in the designated quiet areas. Sleeping in the library is not allowed. Shoes and shirts must be worn at all times.
4. The use of skates, skateboards, scooters or bicycles is not permitted on library property.
5. Responsible consumption of individually packaged food and drinks is allowed; full meals are allowed only as part of programs and events held in the Meeting Room. Pungent foods should be consumed outside the library. Beverages may be consumed in the library in covered containers only.
6. Smoking, including the use of electronic cigarettes, is not permitted inside the building, or within 100 feet of the entrances and exits.
7. Illegal use of the Internet is strictly prohibited. Attempts to add to, remove or in any way alter the hardware and software configurations on any computer or the library network are not allowed and will result in suspension of Internet use privileges.
8. The Library is not responsible for children who are left unattended on Library premises. Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver in the Library. Parents, guardians and/or caregivers are solely responsible for the safety and behavior of their children. Children under the age of seven must be accompanied by a responsible adult or teenager at all times.
9. Except for events and sales conducted by the Library, solicitations for charitable, religious or other purpose, selling of tickets or merchandise of any kind or obtaining signatures on petitions and surveying Library patrons are only permitted on Library premises with prior approval of the Director.

The Rye Free Reading Room staff is authorized to administer this policy and to modify and/or adapt the Code of Conduct to special circumstances. Customers who do not comply with any reasonable request of the staff may be asked to leave the Library premises. Continued noncompliance may result in action ranging from suspension to termination of Library privileges and denial of access to the Library premises.

Approved by the Board of Trustees, June 2019

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