



# Hamlin Public Library

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1680 Lake Road  
Hamlin, New York 14464  
Phone (585) 964-2320 \* Fax (585) 964-2374  
[www.hamlinlibraryny.org](http://www.hamlinlibraryny.org)

## **Code of Conduct Policy**

The Hamlin Public Library is conducted by a Library Board of Trustees, consisting of members appointed by the Hamlin Town Board. The Hamlin Public Library Board of Trustees is empowered to provide an environment ensuring the safety, security and availability of library space, equipment and resources for all library visitors and staff and has established rules and regulations for this purpose. The Library Director or his/her staff are authorized and directed by the Board of Trustees to interpret and enforce these rules and regulations.

In an effort to maintain a safe and secure environment and accommodate the library needs of the community, the Hamlin Public Library Code of Conduct outlines some required and prohibited behaviors. These include, but are not limited to the following:

### **Library visitors shall:**

- Follow staff instructions and requests
- Be respectful of library property, staff and other library users
- Respect staff requests to examine library materials in the library, including library materials in the possession of patrons
- Directly supervise children under the age of 10 in their parental or provisional care

### **Library visitors shall not:**

- Interfere with the use of library resources, services and equipment by other library visitors or interfere with library staff in the performance of their duties
- Deface, destroy or steal library materials, equipment, property or resources
- Consume alcohol, drugs, smoke or use tobacco or nicotine inhalation devices
- Be under the influence of alcohol or drugs
- Engage in illegal activity
- Harass, assault or seek to deliberately annoy other patrons or staff
- Use profanity, abusive or harassing language
- Use skates, scooters, skateboards or other wheeled transport. Only wheeled or motorized vehicles necessary for personal mobility are permitted in the library
- Bring bicycles into the library for the purpose of parking, repair or storage
- Bring in pets or animals not designated as service animals
- Enter the library without shirt or shoes
- Solicit, preach or distribute unauthorized leaflets in the library
- Leave personal property unattended in a manner that restricts or limits the use of library equipment, property or services
- Sleep in the library

### **Failure to Adhere to the Code of Conduct**

Library visitors not abiding by these or other rules and regulations of the library may be required to leave the library premises. Library employees may contact the Monroe County Sheriff's Department if deemed advisable. Library visitors who violate these rules and regulations of the library may be denied the privilege of access to the library by the Library Board of Trustees, on the recommendation of the Library Director. Any person denied such access may request a hearing from the Library Board of Trustees within 30 days of issuance of the letter barring access to the library.

*Adopted by the Hamlin Public Library Board of Trustees- 5/2/2018*