

**Sarah Hull Hallock Free Library
Milton, NY**

Behavior Policy

The Library is a place for all community members. In order to ensure a safe and enjoyable library for all, we ask that the following rules be respected.

- Absolutely no eating is permitted on the Main Floor of the Library (except during Library Special Events). Patrons may drink covered beverages only.
- Library patrons are expected to maintain the quiet atmosphere of the Library and respect the rights of all patrons.
- Use of foul, offensive, or threatening language is prohibited. Appropriate behavior is required at all times.
- Changing public computer settings is forbidden. Viewing pornographic or offensive materials on public computers is prohibited.
- Appropriate clothing (shirts and shoes, no bathing suits) must be worn at all times.
- All children under the age of ten (10) must be accompanied and supervised by a parent or guardian at all times, unless a child is attending a Library program and has permission from the Library staff.
- Patrons must stay on the main floor of the Library, unless they are registered participants attending programs in the Community Room. See further details in "Authorized Use of Library Space" (below).
- All patrons must exit the Library through the main door at closing time. There are no exceptions.
- In the event that a child or teen is in the Library at closing time, the Library staff will have the child or teen contact a family member. Staff is not permitted to remain after hours or to drive a child home. If a family member cannot be reached, the police will be called.
- Library telephones are available for patron use only in the case of an emergency.
- While using the library, patrons must respect and respond to the directions of the staff.
- The Town of Marlboro Police Department has agreed to respond to SHHFL if any patron refuses to comply with staff reprimands.

Authorized Use of Library Space: Only the main floor of the library building is for general public use (during open library hours). The basement floor is only open to patrons under specific circumstances. The basement contains two areas: (1) An office and storage area for employee use only. (2) The Library's Community Room which is used for library-sponsored programs and by special application by non-profit community groups. The library shares its Community Room with groups at its own convenience and discretion (see Community Room Use Policy).

The Community Room is only open to use by patrons when they are appropriately participating in programs/events/classes. Patrons may participate in programming in the Community Room, if the program in question is open to the public without registration – for instance, entertainment open to all age groups. Children may not attend programs without a caregiver. Adults may not attend children's programming when registration is required, except as caregivers accompanying a registered child. Adults who do not have a registered child participating in the program may not "watch" the children's programs or sit to the side. By the same token, if a child comes to a program meant for adults, he/she will be asked to leave. If a patron heads

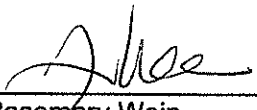
downstairs when the program is not appropriate to them, he/she will be asked to leave. Those who do not follow the instructions of the library staff may be asked to leave by the police.
Consequences:

First Offense: This is considered a warning to the patron. Patron will be banned for one day from the library and a complaint will be reported to the Library Director by the staff involved.

Second Offense: Patron will be banned for one week from the library and a complaint will be reported to the Library Director by the staff involved and a copy sent to the Board of Trustees.

Third Offense: The patron will be banned from the library for 6 months and be reinstated only with Board approval. Written report will be kept on file in the Library.

It is the Board of Trustees' intention to work diligently to provide an atmosphere where all the Library's patrons enjoy time well spent while learning and sharing information. This can only happen if all patrons of the library respect this public space.



Rosemary Wein,
President, Board of Trustees



Date Reviewed