



Patron Code of Conduct

Maxwell Memorial Library is a public institution that wants to ensure all library patrons and staff feel welcome, safe, and respected while using the library. Toward this end, the library Board of Trustees has established the following Code of Conduct:

1. Patrons must respect the rights of staff and other patrons.
2. Patrons must not disturb others by engaging in disruptive behavior.
3. Patrons must not interfere with an employee's performance of his or her duties. Prohibited behavior includes, but is not limited to, verbal abuse, offensive gestures or language, threats, sexual harassment, and any activity that contributes to a hostile or threatening environment.
4. Patrons must not disturb others with the use of electronic equipment in public areas. This includes, but is not limited to, cell phones (silence them), audio equipment, and other electronic devices. Patrons may use electronic equipment in areas closed off by doors, such as the Community Room and enclosed studies, if doing so does not disturb others.
5. Patrons may not bring weapons of any kind into the library. Individuals are prohibited from carrying firearms in the library or on library property. Certain individuals are exempt from this prohibition, including current and retired law enforcement officers, peace officers, security guards with proper licensing and active-duty service members.
6. Patrons may not engage in any illegal activity on library property.
7. Patrons may not solicit funds, distribute literature, or sell goods, except by permission of the Library Director or other staff designated by the Director. Posted notices are limited to those submitted by non-profit organizations and must be approved by the Library Director or designee.
8. Patrons may not use any tobacco or e-smoking products in the library or on library property. Patrons may not use or sell drugs or alcohol in the library or on library property.

9. Food and drink are allowed in the library on a limited basis and should be consumed in a considerate and responsible manner. In order to protect our library collections, equipment and furnishings from damage, we ask you to follow these rules:
- Beverages are allowed if they are in a spill-proof cup, container with a secure lid, a can, or plastic bottle with a screw top. Glass or open containers are not allowed.
 - No alcoholic beverages are allowed in the Library.
 - Consumption of food is limited to pre-packaged snacks or wrapped items that are consumed by an individual. Patrons are encouraged to consume items that are odor free, noiseless, and do not leave stains. Hot, smelly or messy foods like pizza, burgers and fries are not allowed.
 - If your food or beverage is disturbing others, you will be asked to remove it from the Library.
 - No food deliveries are allowed.
 - Certain areas of the Library may be designated as “No Food or Drink” zones.
 - Food and drinks are not permitted while using library computers, printers, photocopiers, or other electrical equipment.
 - Food and drinks are not allowed in the Local History Room or while using local history materials.
 - Food and drink are permissible for special functions in Library meeting rooms as authorized by the Library Director. Rules for food and beverages are detailed under the Library’s Meeting Room Policy.
 - Library users must immediately report spills to staff, discard food and drink refuse in trash containers, and leave all areas clean for use by others.
 - Users violating these rules will be asked to remove their food and drink from the Library.
 - Unattended food and drink openly displayed in public areas will be confiscated and discarded.
 - Library users are liable for any damage to library materials or equipment.
10. Gambling, offensive bodily hygiene, rollerblading, skateboarding, sleeping, spitting, or staring at others is prohibited.
11. Patrons entering the building must not have bare feet or bare chests.
12. Patrons may not bring animals into the library unless they are a service animal or part of an authorized library activity.
13. Patrons must not damage or deface library furnishings, equipment, or facilities, or risk damage to them, such as by putting feet on furniture and walls or placing open drinks next to computers or library materials.

14. Patrons must get staff permission before moving furniture and should return moved furniture to its original location when done using it.
15. Library materials must not be damaged or defaced intentionally by marking, underlining, removing pages or portions of pages, using paper clips, or removing bindings. Library staff will use their discretion and may charge patrons for damage that occurs.
16. Library materials and property may not be removed from the building without proper checkout or authorization. Library materials may not be taken into restrooms.
17. Children under the age of 8 and/or vulnerable individuals are the responsibility of their parents or caregivers and may not be left unattended in the library or on the premises. Vulnerable individuals are those with physical or cognitive impairment who may be unable to protect themselves from abuse or exploitation and may not comprehend or be able to comply with library policies.
18. Parents or caregivers are responsible for overseeing the conduct of their children while at the library, the selection of materials for their own children, and their children's use of technology within the library.
19. Patrons are solely responsible for their personal property while at the library.
20. Patrons are responsible for paying fines, fees, and other charges levied against their accounts in accordance with the library's fine policy.
21. Patrons must follow posted guidelines on the use of electronic resources and equipment. This includes Maxwell's Internet policy.
22. Patrons may not download, store, print, or publicly display illegal material or any material that interferes with the activities of library staff or patrons.
23. Patrons must observe intellectual property laws, including U.S. copyright laws.
24. Pandemic Clause: During times of a pandemic, all patrons over 2 years of age must wear a face covering/mask upon entry, and the face covering/mask must always remain in place during your visit, in all areas. Children under 13 years of age and/or vulnerable individuals are the responsibility of their parents or caregivers and may not be left unattended in the library or on the premises. Social distancing, maintaining 6 feet of space between your person and other individuals, shall be enforced. For patrons needing disability accommodations while the library is operating under pandemic conditions, please call the director at 315.672.3661, or write to director@maxwellmemoriallibrary.org. The library is

committed to safe access for all. This may be subject to change based on recommendations from the CDC, Onondaga County, and New York State.

Patrons who violate the above rules may be asked to leave the library. Repeated violations may result in the revocation of library privileges. Library personnel will call police when necessary to enforce any of the above rules.

Approved May 15, 2017 by the Maxwell Memorial Library Board of Trustees.

Amended August 18, 2020.

Amended October 17, 2022.

Amended March 20, 2023.