

GREENBURGH PUBLIC LIBRARY – ORGANIZATION MANUAL

RULES GOVERNING BEHAVIOR ON LIBRARY PROPERTY	Page 1 of 4	Number	PAT-2
	Effective Date	March 1, 2023	
	Resolution Number	0223-2	

Any individuals on Library grounds or property shall be considered as patrons for the purpose of this policy.

I. INTRODUCTION

Under Section 226 of the New York State Education Law, the Greenburgh Public Library Board of Trustees (the “Board”) may adopt regulations to insure the safety of all Library staff and patrons, protect the Library’s property, and maintain order in the Library.

II. POLICY OBJECTIVE

The Board is committed to providing an atmosphere where all members of the community may come to read, browse, do research, study or enjoy library programs. The Board is committed to providing a safe, clean, and welcoming environment for all patrons.

III. PATRONS’ OBLIGATIONS

- Understand that the Library is a public place shared by many.
- Be courteous and respectful towards other Library customers and staff.
- Respect Library property.
- Conduct themselves in a safe and orderly way.
- Avoid disruptive behaviors.
- Attend children in their care, keep them safe, and pick them up no later than fifteen minutes before the Library closes. Refer to GPL Policy section titled “Child Safety in the Library – Unattended Children.”
- Be responsible for the selection choices of their minor children.
- Safeguard personal items.

IV. DESIGNATED AREAS

Certain activities are restricted to designated areas:

- Cell phone use is limited to the first floor lobby area. Cell phone use is prohibited in the multipurpose room and on the entire 2nd Floor.
- Eating is permitted only in the café area on the first floor. Drinking from covered cups is permitted throughout the library. Eating in the multipurpose room is permitted for designated meetings upon prior written approval by the Library Director.

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- Teenburgh is limited to Patrons ages 12 – 17 and their caregivers.
- Use of the Children’s Library is restricted to
 - A) Children ages birth to 13 and their caregivers while attending a child in the Library
 - B) Patrons over 13 when materials suitable to their particular needs are not available in the adult areas of the Library,
 - C) Teachers, parents, day care providers, researchers, etc., in developing curricula or other resources related to children’s literature.All other Patrons must use the adult areas of the Library.
- The first floor lobby area is for group study, tutoring, and conversation.
- The second floor adult reading area is a quiet space.

V. EXAMPLES OF PROHIBITED BEHAVIOR

- Any activity that violates Federal, State or Local law.
- Being shirtless or barefoot.
- Distributing or posting printed material, including without limitation the distribution of petitions, solicitation, distribution of literature or leaflets, canvassing or any similar types of activity or appeals within the Library building or on Library grounds without prior written permission of the Library Director.
- Indecent exposure, including using the Internet to view exposed genitalia.
- Misuse of rest rooms. This includes using the restrooms for changing your clothes or washing anything other than your hands.
- Moving furniture, running, sleeping.
- Selling or distributing of goods or services without prior written permission of the Library Director, except for on-going sales or other fund-raising activities of the Library Guild or the Friends of the Library.
- Unauthorized exit through fire exit doors.
- Using skateboards, roller-skates, roller sneakers or in-line skates on Library premises.
- Use of tobacco, alcohol, prescription drugs not prescribed for the user, or illegal drugs or being under the influence of alcohol or drugs.
- Use of obscene, abusive or offensive language.
- Theft or gambling of any kind.
- Vandalism or defacing Library property.
- Animals are prohibited from the Library, except those assisting patrons with disabilities, and animals participating in a Library sponsored program.

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- Patrons whose poor hygiene interferes with other patron’s ability to use the library and staff members’ ability to perform their jobs will be asked to leave the premises.
- Any photography, video or audio recordings of library staff or patrons is prohibited without prior written permission of those individuals.

This list is not comprehensive; any action that threatens the safety of Library staff and patrons, destroys Library property, or interferes with the operation of the Library is prohibited.

Violations of the above may result in eviction from the Library and possible loss of privileges, suit for damages and/or criminal prosecution.

VI. PROCEDURES

Patrons violating this code of behavior will receive one verbal warning from a staff member, except for illegal activities. The police will be notified immediately of all illegal activities.

Patrons who fail to comply with the code of behavior after receiving a verbal warning will be expelled from the Library for the remainder of that day.

Repeat offenders will be banned from the Library for a minimum of one month.

Those patrons banned for longer than one day will receive notification in writing from the Library Director within five business days of the incident.

Patrons may appeal the Library Director’s decision to the Library Board of Trustees in writing at the following address:

Greenburgh Public Library Board of Trustees
300 Tarrytown Road
Elmsford, NY 10523

The Library Board will hold a hearing on such appeals at its next regularly scheduled monthly meeting. Appeals must be received within 10 business days of the incident.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

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Policy History

Policy Name	Resolution Number	Effective Date
Patron Behavior Code	0110-5	Jan 27, 2010
Rules Governing Behavior on Library Property	0512-4	May 23, 2012
Rules Governing Behavior on Library Property	1119-6	November 20, 2019
Rules Governing Behavior on Library Property	0921-9	September 29, 2021
Rules Governing Behavior on Library Property	0223-2	March 1, 2023