

The Rules and Regulations for Use of the Library are set by the Board of Trustees with the advice of the Library Director. The Board of Trustees has adopted the following Rules and Regulations for use of the Library so that the Library may provide an atmosphere conducive to the appropriate use of its services and facilities. In addition, further rules and regulations, which define who may use the Library and its facilities, the terms of usage, hours of operations, etc., are spelled out in a series of policy statements and printed memoranda that are included in the Policy Manual under the appropriate subject headings.

The following actions are prohibited on Library property:

- Persons being paid or otherwise compensated to tutor.
- Selling and/or soliciting for money or items or services, without prior approval.
- Distributing or posting materials/literature other than those issued by a Federal, State or Local Government Agency or Department.
- Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs.
- Smoking or other uses of tobacco.
- Eating or drinking.
- Bringing animals or pets into the Library except for guide dogs for the hearing or seeing impaired.
- Any loud, unreasonable and/or disturbing noises created by persons, radios, tape players, headsets, televisions, etc.
- Cell phone use, unless a call is made or taken in the Library's Lobby.
- Intentionally damaging, destroying, or stealing any Library property or a patron's or employee's property.
- Removing Library materials from the premises without authorization through established lending procedures.
- Carrying weapons of any type.
- Engaging in disorderly conduct, fighting or challenging to fight, or using offensive words likely to provoke violence.
- Indecent exposure.
- Using obscene or abusive acts and/or language.
- Willfully disrupting Library functions and/or programs.
- Any other illegal acts or conduct in violation of federal, state or local law, ordinance or regulation.
- Persons not wearing shirts, pants/shorts and shoes/sneakers/sandals.
- Sleeping.
- Skateboards, rollerblades, and bicycles.
- Voices loud enough to disturb other patrons.
- A language that is perceived as uncomfortable or may cause fear or life safety of any person.
- Patrons whose bodily hygiene is so offensive as to impede the use of the Library by others.

Maintenance of Public Order at Library Facilities

1. Purpose

The following rules, regulations and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the Library facilities and surrounding sites by all Library patrons, visitors and employees, as well as other licensees and invitees, in accordance with Section 262 of the Education Law of the State of New York.

2. Conditional Permission for Use of Library Facilities

As a condition for the use of Library premises, Library patrons, employees, visitors and other licensees and invitees who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for the immediate ejection as a trespasser, suspension of Library borrowing privileges and revocation of rights to enter upon Library premises.

3. Purpose of Use of Library Facilities

The use of Library facilities and entry into Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for purposes of reading, and selecting, returning and borrowing of library books and materials, conducting business with the Library, and attendance of educational conferences, meetings, programs, and concerts authorized or conducted by the Board of Trustees or other Library personnel. All persons entering or remaining upon Library premises for any other purpose shall be deemed to be trespassers. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other library materials, or enters into unauthorized areas, refuses to comply with the directives of the Library Director or his/her designee or other authorized personnel, willfully disrupts Library functions or programs authorized by Library personnel, damages, alters, mars or defaces Library books and related materials, transports illegal drugs, alcoholic beverages, fireworks, firearms, switchblade or gravity knives or other weapons onto Library premises, without permission of the Library Director, his/her designee or other person in charge, shall be deemed to be a trespasser and in violation of these rules and regulations.

4. Procedures

- i. While the Elmont Public Library facilities are open, the Library Director or his/her designees, in the first instance, shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to the Library Director or his/her designee who shall thereupon immediately make inquiry of the facts and circumstances surrounding the complaint, and who may thereupon

either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Library Director or his/her designee, such Library Director or designee is hereby authorized and directed to call 911 and have that person removed. If that person returns without authorization, the Director or designee shall sign information (which is obtained from the Police) as necessary charging said trespasser with the appropriate violation of the Penal Law. The Library Director shall forthwith make a report to the Board of Trustees.

- ii. When the Library is not open to the public, or when the Library Director or his/her designees are not present, any Library employee is authorized and directed, upon observing and being informed of any violation of these rules and regulations, to make inquiry of the facts and circumstances surrounding the violation, and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee, such employee is hereby authorized and directed to call 911 and have that person removed. If that person returns without authorization, the employee is authorized to make a complaint to the Nassau County Police Department and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such a Library employee, at the first opportunity, shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulations to the Library Director.
- iii. The Library shall indemnify and save harmless the Director, his/her designee, or any Library personnel and/or Board Employee, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.
- iv. In addition to all foregoing summary remedies against the trespasser and/or person in violation of the law and these rules and regulations, the Library Director may thereafter, in his/her sole discretion, take the following action with respect to the following categories of persons:
 - a) Library patrons: Residents of the School District registered or qualified for registration as a borrower of Library books and materials may have their borrowing privileges suspended for a period not to exceed four years.
 - b) Library personnel: Employees may be disciplined, censored, suspended without pay, or discharged accordingly.
 - c) Visitors, licensees, and invitees: Such persons may be subject to the revocation of their licenses to enter upon Library property for a period not to exceed four years.
 - d) If the violator is a minor, the Library Director has the option to request a meeting with the parent and/or guardian before letting that person back into the Library.

5. Appeal Procedure

- i. Appeals by Library patrons and registered borrowers of Library materials relating to suspension of borrowing privileges and revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library personnel are subject to the provisions of the Collective Bargaining Agreement. Appeals by visitors, licensees, and invitees may be made to the Board of Trustees.
- ii. Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director suspending borrowing privileges or revoking their license to enter upon Library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify and cross-examine witnesses. Within thirty (30) days of such hearing, the Board of Trustees shall render a decision in writing either restoring the aggrieved person's Library privileges or confirming the Library Director's actions explaining the reasons for the continuance of the Director's action.

POLICY NO. 400-2

ADOPTED 3/23/1979, 3/24/1988

AMENDED 3/27/2000, 10/26/2006, 5/24/2007, 3/22/2018