

Code of Conduct

SUBJECT: Code of Conduct Policy
LIBRARY: Easton Library in the Town of Easton, NY
APPROVED BY: Easton Library Association Board of Trustees
INITIAL APPROVAL: June 25, 2020
REVISED DATE: August 11, 2026
EFFECTIVE DATE: August 12, 2026

Scope and Purpose

The Easton Library Association Board of Trustees (“Board”) established this Code of Conduct Policy for Easton Library (“Library”) to ensure equitable access to library facilities, materials, and services and to maintain a safe, welcoming environment for all patrons and staff.

Easton Library welcomes everyone to use its collections and services. Library staff will enforce these guidelines in a consistent and impartial manner. Easton Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other protected status under the law, in any of its activities or operations.

The Board approved this policy to set behavioral expectations and identify prohibited activities. Library staff will remind patrons of the rules when necessary and may approach a patron to discuss the code of conduct and a patron’s rights and responsibilities. Staff will respect and respond to patron complaints and will exercise professional judgment in taking appropriate action on a case-by-case basis.

Behavioral Expectations

1. Patrons will abide by all library rules and hours of operation.
2. Patrons will remain in public areas of the Library.
3. Parent, caregiver, or responsible person over age 15 must accompany children under age 10.
4. Patrons will wear clothing appropriate for a public place including shoes and shirts.
5. Patrons will turn cell phones to no ring or vibrate mode upon entering the Library.

Prohibited Activities

1. Verbal harassment, verbal abuse, and physical assault.
2. Indecent or obscene conduct.
3. Loud, disorderly, or aggressive behavior.

4. Filming or recording of staff or patrons without written permission.
5. Damaging or stealing library, staff or patron property.
6. Possession, consumption or sale of controlled substances.
7. Alcoholic beverages, unless previously approved by the Board.
8. All smoking on library property, including tobacco, marijuana, vaping, and e-cigarettes.
9. Appearing under the influence of alcohol or controlled substances causing behavior problems.
10. Operating audio so others can hear – headphones are required.
11. Bringing animals into the library, except service animals or preapproved animals for programs.
12. Possession of weapons in the library.
13. Violation of any federal, state or town law.
14. Any behavior infringing on the rights or safety of others.

Enforcement

Staff will apply library policies and applicable local, state and federal laws and will call law enforcement when necessary. For minor violations, library staff will first attempt to inform individuals about the conduct rules before enforcing them. Violations of this policy may result in removal from library premises, forfeiture or restriction of library privileges, including access to the Library and referral for criminal prosecution.

Appeal

Any patron whose privileges have been restricted or denied may appeal to the Board of Trustees by submitting a written appeal to the President of the Board with a copy to the Library Director.