



GREENWOOD LAKE PUBLIC LIBRARY POLICIES

SECTION I

USE OF THE LIBRARY

A. The Greenwood Lake Public Library provides library services and use to all residents of the Greenwood Lake School District.

The Board of Trustees and the staff are committed to offer these services and to maintain the library grounds in the best possible condition. All patrons are asked to cooperate in carrying out the following rules and regulations:

1. Each patron of the Library must be mindful of the rights of others. These rights include, but are not limited to being afforded a comfortable, pleasant environment and to work without disturbance. We request that patrons exercise good personal hygiene in consideration of others' sensibilities.
2. Excessive noise in the Library is not permitted.
3. Animals and/or pets are not allowed in the Library, with the exception of guide dogs.
4. Food and drink are not allowed, except at special library functions *or* in designated areas.
5. Smoking is not permitted.
6. Loitering is not permitted on library property.
7. The use of the library's telephone is restricted to library business. In the case of an emergency, a patron may contact a staff member regarding the use of the telephone.
8. Each patron must comply with all library borrowing rules, and pay any fines owed promptly.
9. Patrons must abide by provisions set forth in all sections of the policy manual.
10. Responsible cell phone use is permitted in all areas of the Library **except the adult reference section and computer area**. However, should use disturb patrons or library operations, the cell phone user may be asked to discontinue use or to complete the call outside of the Library.
11. Patrons must refrain from directing abusive behavior at a member of the library staff. Abusive behavior includes, but is not limited to: abusive language, threatening and/or obscene gestures, false accusations, etc.

B. Individuals who violate the established rules of conduct:

1. Will, at the discretion of the Library Director, be temporarily denied use of the library.

2. Will be given the opportunity, at the option of the patron, to address the Board at its next regularly scheduled meeting following the temporary denial. Privileges will be suspended until the patron makes an appearance. Following such meeting, the Board will take appropriate action. The President will notify the individual(s) as to the Board's decision.
3. Will be given the opportunity to appeal the Board's decision. Within 30 days, a formal request for a hearing before the Board and the it's attorney will be sent to the Board President.

C. Public and Community Relations

The Library has a Community Bulletin Board available in the vestibule of the main entrance. With permission from an authorized staff member, the following information may be posted:

1. Business card size advertisements from "for-profit" businesses.
2. Flyers and event postings for "non-profit" organizations.
3. Library events

There will be no soliciting of donations by outside groups at the Library without prior approval of the Library Director.

No printed political endorsements or political fund raising advertisements will be displayed.

Confidentiality of Library Records - Policy

The choice of books and other library materials, and the use of the informational resources of the library are essentially an individual's private matter. The library shall make every reasonable and responsible effort to see that information about a patron and his or her choices remains confidential.

Practice

In accordance with Chapter 112, Section 4509, of the New York State civil practice law and rules (as described herein and attached), no information about a library patron, regarding or including the following, shall be given, made available, or disclosed to any individual, corporation, institution, government agency, or agency without a court order or a court-ordered subpoena or without advice of the Library's attorney.

- a. A patron's name (or whether an individual is a registered borrower or has been a patron).
- b. A patron's address