



Acceptable Use of the Library Policy

**Adopted by the Board February 15, 1999;
updated April 21, 2009, April 19, 2010, and March 4, 2018;
revised July 16, 2024**

The Apalachin Library seeks to provide a welcoming, comfortable, and safe space for the community and staff. Behavior that disrupts or interferes with the normal operation of the library, causes safety concerns, or disturbs library visitors or staff is not permitted.

In order to make our resources widely available, the following are considered unacceptable behavior in the Library or on Library property:

- Damaging, destroying, defacing, moving, or misusing any Library materials or property; this includes disabling or unplugging Library equipment, changing hardware or software, using a Library computer for purposes not designated by the Library, using staff equipment, or removing Library property from the building without authorization.
- Use of strong perfumes and other powerful scents.
- Inadequate hygiene that interferes with another patron's use of the Library.
- Bathing or shaving in the bathroom.
- Use of skateboards, roller blades, or other moving sports equipment inside the Library.
- Making excessive noise; this includes talking and using devices such as cell phones (with or without headphones) at a volume that disturbs others.
- Use of threatening language, gestures, or physical acts.
- Interference with another patron's entry into the Library.

- Following a person or invading another person's space.
- Exposing others to sexual content.
- Fighting, threatening others, or provoking violence.
- Carrying firearms or dangerous weapons of any type.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Selling, fundraising, soliciting, and loitering.
- Smoking, vaping, or chewing tobacco.

Additional guidelines:

- Shared, public areas are not intended for or conducive to unauthorized meetings, which may disturb other patrons. Meeting rooms can be reserved in advance for group meetings. Please see the *Community Use of Library Meeting Space Policy* for details.
- Unaccompanied adults may be asked to leave spaces designated for children and teens.
- Shoes and appropriate clothing must be worn at all times.
- Personal items are not to be left unattended or with staff. The Library is not responsible for these items and may report them to law enforcement.
- Children 12 years of age or under must be directly supervised by a parent, guardian, or responsible caregiver. Parents/guardians are responsible for their children whether or not they are present.
- Covered non-alcoholic drinks are permitted throughout the Library except near computers. Food may be consumed at the table near the circulation desk only. Food that has a strong or pungent odor should not be consumed at the Library.
- Working service animals as defined by Title II of the Americans with Disabilities Act are allowed in the library when assisting a library patron. Other animals, including comfort animals, are not permitted except those authorized by the Library Director.
- The Library is concerned for the safety of those who cannot provide for their own care. An appropriate caregiver must be present and responsible for monitoring and assisting vulnerable patrons during their visits. The Library cannot assume responsibility for the care and supervision of any patrons who require monitoring and assistance or cannot follow rules or be safe without a caregiver.
- The pavilion may only be used for Library or Friends of the Library programs and services.

Enforcement

It is not possible for this policy to list every possible scenario or behavior; the Library reserves the right to determine whether any person or group is in violation of this policy. Those failing to follow the rules listed above will be given a copy of this policy and asked to comply immediately. An individual may be asked for identification if observed in violation of these rules. Those failing to comply will be asked to leave. If violators do not leave, the police will be called and the Library will file trespassing charges.

Appeal process

Persons banned from the Library may appeal by sending a written request to the Library Director explaining the circumstances and requesting a review. The Library Director shall take the appeal to the Board of Trustees for review at the next scheduled board meeting.