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## Policy on Conduct

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Batavia Public Library and its campus is a place for everyone, shared by the community and used by many different people for widely different reasons.

### **Expectations / Standards of Behavior**

The Library expects itself to:—

- Protect collections, equipment, and property for present and future patrons;
- Offer a safe and secure environment;
- Provide a comfortable and welcoming environment; and
- Maintain a healthy and clean environment for patrons and staff members.

The Library expects its visitors to:—

- Respect the comfort and safety of fellow patrons and staff members;
- Respect the Library's campus—that is, the building (including indoor spaces) and grounds (outdoor spaces, including parking lots) occupied by the Library—and its furniture, furnishings, equipment, and collections;
- Comply with requests from the Library's staff members; and
- Comply with local, state, and federal laws.

The Library does not serve in place of the parent (in loco parentis) and, therefore, does not assume responsibility for unattended minor children. Parents, legal guardians, or other responsible caregivers are responsible for the behavior and safety of their minor children while they are on the Library campus.

### **Talk to Us!**

If you feel that something or someone is making your experience on the Library campus uncomfortable or unsafe, then please let a staff member know immediately.

### **Enforcement of Standards of Behavior**

Enforcement of these standards of behavior will be conducted in a fair and reasonable manner. If your behavior is making others unsafe or uncomfortable, or if you otherwise fail to observe these standards of behavior, then you may be asked to leave the Library campus, or be banned from the Library and its campus for a period of time, or be subject to arrest, or be subject to other lawful action.

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**Approval History:**—

- Supersedes the “Policy on Conduct” (adopted 21 November 2000)
- Establishes a basis for the “Policy on Unattended Children” (adopted 21 November 2000)
- Note: This policy will be supplemented by administrative “Guidelines for Dealing with Problem Behaviors”—including unattended children—staff training, and a system for tracking and reviewing incidents, as well as providing feedback to staff members.
- Adopted by the Board of Library Trustees on Tuesday, 15 November 2016