



Library Manners Policy

Everyone is welcome to use the Cornwall Public Library. However, every patron must refrain from materially disrupting the use of Library facilities, collections or services. Quiet conversation is expected at all times. Patrons are urged to report disruptive behavior immediately to staff so appropriate steps can be taken. The Library reserves the right to inspect the contents of any bag, knapsack, briefcase, etc. Disruptive or unacceptable behaviors include, but are not limited to the following:

- Engaging in loud or offensive conversation or rowdy behavior;
- Annoying or harassing behavior, with or without the intent to disturb others, including use of personal electronic devices. Headphones must be used at all times and the volume must be inaudible to others. Phone calls are restricted to the lobby area and phones must be muted in all other library areas;
- Abusive speech or actions toward Library staff or other patrons;
- Damaging, defacing or misusing Library materials, equipment or facilities. The Library and its contents belong to the citizens of Cornwall. Patrons damaging the Library facility or its contents will be held responsible for necessary replacement or repair, as well as face possible legal charges. If the patron is a minor, parents or guardians will be held responsible as provided by Education Law NYS 264¹;
- Loitering or sleeping;
- Relocating Library furniture or equipment without the permission of Library staff;
- Soliciting, selling of any kind, or distributing leaflets not specifically approved by the Library Director;
- Posting notices without prior approval of the Library Director;
- Possessing or using alcohol or controlled substances on Library premises;
- Individuals who are under or appear to be under the influence of alcohol or drugs are prohibited from using the Library;
- Possessing or consuming food or uncovered beverages in the main sections of the Library;
- Using tobacco products, including e-cigarettes, in the Library or within 20 feet of the main entrance;
- Holding unauthorized or unscheduled group meetings or group conversations;
- Blocking or interfering with the free movement of individuals;

- Using restrooms for meetings, loitering, solicitation for immoral purposes, for the consumption of alcohol or controlled substances, or for the use of tobacco products;
- Entering the Library's staff areas, except on approval by Library personnel;
- Improper attire; shirts and shoes are required;
- Refusal to produce proper identification if requested by a staff member may result in immediate eviction from the Library;
- Individuals with offensive odor leading to complaints from other Library users will be required to leave.

***Covid-19 Addendum**

- Patrons entering the building are required to wear a facial covering, that properly covers their nose and mouth
- Patrons entering the building understand that they should not be exhibiting symptoms of COVID-19 (illness, fever, cough)
- If a patron begins to exhibit symptoms associated with COVID 19 they will be asked to leave
- Patrons will be required to practice social distancing while inside the library building, to protect themselves, our other patrons, and our staff
- Patrons are expected to practice proper hand sanitization measures while inside the building
- At the discretion of the Library Director patron visits may be subject to time restrictions

Entering the Library signifies agreement with these rules and regulations. Enforcement of this policy will consist of the Library staff giving the patron violating this policy a verbal warning. If the patron continues to violate this policy, s/he will be asked to leave. Finally, if a patron refuses to leave, the Cornwall Police will be notified and the offender may be prosecuted for trespassing. By following these rules, staff and patrons will make the Cornwall Public Library a good place for learning, recreational reading, research, and programs for the community.

Approved December 2000

Amended May 2014; June 2020

¹Education Law NYS 264, Injuries to Property, states the following: Whoever intentionally injures, defaces or destroys any property belonging to or deposited in any incorporated library, reading room, museum or other educational institution, shall be punished by imprisonment in a state prison for not more than three years, or in a county jail for not more than one year, or by a fine of not more than five hundred dollars, or both such fine and imprisonment. (Formerly 266, L. 1947, c. 820; renumbered 264, L. 1950, c.273, 5.)