



Kent Public Library

17 Sybils Crossing
Kent Lakes, NY 10512
845.225.8585
www.kentlibrary.org

Safety

Kent Public Library users are required to follow the Patron Code of Conduct approved by the Library Board of Trustees.

Any staff member who observes or receives complaints of inappropriate behavior may:

- Contact the library director or the staff member in charge to report the situation.
- Handle the problem directly with the patron. Staff should use his/her judgment as to whether the situation requires assistance from an additional staff member.
- Immediately call police if the situation is of a severe or violent nature or is an emergency medical situation.
- Contact the police if the patron is not responding to staff requests to conform to the Library Code of Conduct.

Library management should be notified as soon as possible when a staff member confronts a library user who violates the Code of Conduct. Patrons violating the Code of Conduct and/or exhibiting inappropriate behavior will be told of the Library rules and asked to comply. If the activity continues, a warning is given. If the patron refuses to abide by the Library's Code of Conduct, he/she will be asked to leave the premises.

Parents of children under 18 will be notified in writing when their child commits an infraction and is asked to leave the Library.

Library users stealing, defacing or damaging Library property, using abusive, indecent, or profane language or whose language and/or behavior indicates that they are under the influence of drugs or alcohol, committing any crime, misdemeanor or violation of a municipal ordinance or knowingly entering non-public areas of the Library will be immediately asked to leave the library. If appropriate police will be contacted. At the discretion of the Library Director, the patron may be banned from the Library for a period of up to 6 months depending on the seriousness of the offense, the extent of the damage or disruption caused, any history of prior infractions of Library policies and other relevant circumstances.

Any person who enters or remains on Library premises after having been notified by an authorized staff member not to do so may be subject to arrest and prosecution for trespassing.

Banning Procedure

1. The Director will consult with staff involved in the incident and provide a written decision.

2. The written decision will outline the period during which the patrons will not be allowed to enter the Library and will specify the reasons for the determination.
3. The patron and staff will be notified in writing of the reasons and length of time the patron must remain out of the Library.
4. A copy of the written decision will also be sent to the Library Board of Trustees and if appropriate, the police. If the person being banned is a minor his or her identity will be kept confidential,
5. The Library Board of Trustees may review or reconsider the decision upon written request of the patron and may shorten or terminate the period of banning if information submitted by the patron warrants such modification. The Board of Trustees will respond in writing and notify the individual the determination of the appeals process.

Incident Reports

Incident reports must be completed and submitted to the Library Director within 24 hours of any incident which requires staff to contact outside assistance, such as police and in other situations in which the Director and staff should be informed of possible repercussions. Copies of these reports will be kept at the Circulation Desk along with a log of banned patrons, including the dates, details of the offense and period of expulsion. This information will be available for staff and police to review in case of repeat offenders. In addition to written reports, staff are encouraged to talk through upsetting incidents and to share in a confidential setting their knowledge of possible problems with other staff who may encounter similar situations.

Approved by the Kent Library board on July 21, 2010

Review Cycle: 5 years

Review History: Reviewed and revised July 16, 2013, June 20, 2017, and Jan 17, 2023