**Code of Conduct**

The Ballston Spa Public Library (Library) staff and The Library Board of Trustees (Board) are committed to ensuring that the Library is welcoming and respectful of all. The establishment of this Code of Conduct is intended for the well-being of Library staff, patrons, resources, and facilities. The library director is authorized by the Board to interpret and enforce this Code in the best interest of Library patrons and staff.

**EXPECTATIONS**

To build a reasonable, safe and welcoming library environment for all customers, library users are expected to:

1. Attend to their personal belongings. The library is not responsible for personal belongings left in or on library property.
2. Wear footwear and appropriate clothing for safety and public health reasons.
3. Use public restrooms for intended purposes only.
4. Maintain acceptable bodily hygiene. If body odor or perfume is strong enough to constitute a nuisance to others, the customer may be asked to leave the building.
5. Stay out of non-public areas, such as offices, workrooms and storage areas, unless authorized by staff to enter.

**UNACCEPTABLE BEHAVIOR**

1. Abusive language (cursing/yelling) in person, on the phone or electronically to staff or the public.
2. Making unreasonable demands of the Library staff.
3. Running or rough housing in or on Library grounds.
4. Sleeping in the library or outside on library property.
5. Engaging in sexual conduct or lewd behavior on Library premises, as defined under New York Penal Law (New York State Penal Code, Section 245 Public Lewdness).
6. Using controlled substances on Library premises (New York State Penal Code, Section 220).
7. Smoking or other use of tobacco, such as vaping, inside Library buildings or within 100 feet of Library property (New York State Public Health Code, Section 1399).
8. Drinking alcoholic beverages on Library premises, unless at official Library or Friends of the Ballston Spa Library functions. These events will have a New York State Liquor License permitting alcohol to be served and consumed to participants 21 years or older.
9. Committing acts of violence, threats of violence, harassment, bullying, name-calling, sexual harassment, and unwanted or inappropriate touching.

**Suspension or Banning of Library Privileges**

The library director may suspend or ban the privileges of a patron, including access to activities, services, or facilities, if the situation is a serious offense and constitutes a violation of BSPL’s policies.

**Examples of serious offenses include but are not limited to:**

Verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct, or any behaviors that threaten the safety and security of staff and/or patrons. The staff member will call the Police Department rather than place themselves, other staff members, or patrons in a threatening situation.

• The Library Director may issue an immediate suspension order by requesting that the offending person leave the Library immediately. If the person refuses to leave Library premises, the Police Department and/or 911 will be called if the situation becomes threatening.

• For offenses that do not require immediate suspension of privileges, the offending patron will be issued a warning.

• Length of suspension will be based on the seriousness of the infraction and is the sole discretion of the Library Director.

• An Incident report will be written immediately by the Library Director for logging and review. Incident reports will be written for all suspension orders, verbal actions. A copy of the incident report will be filed at the Village Office.

**Appeal Procedure:**

1. Notice of Appeal: The Director's written determination may be appealed to the Library Board, if the individual aggrieved appellant files a written notice of appeal within 10 days after he/she receives the determination. Such notice will be filed with: both the Library Director and the Library Board President, c/o Ballston Spa Public Library; 21 Milton Avenue, Ballston Spa, NY, 12020. The Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing.
2. Hearing: At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party.
3. Decision: Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

ADOPTED by Ballston Spa Public Library Board of Trustees 2/11/2025