

Bristol Library
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Canandaigua, NY 14424
585-229-5862
www.thebristollibrary.com

External Policy

Policy # EP-6 Patron Code of Conduct Policy

Effective Date: 12/15/20

APPLICATION: Patrons, Staff

STATEMENT OF PURPOSE: This Patron Code of Conduct Policy was adopted by the Board of Trustees of the Bristol Library to promote a safe, attractive, and orderly atmosphere; to ensure every person's ability to use the library and library materials to the maximum extent possible; and to have reasonable access to library facilities without interference from any other person. The policy cannot anticipate every possible event or situation. Employees are expected to use their best judgment in the spirit of this policy.

POLICY: This policy provides the rules, regulations and guidelines that patrons are to follow while visiting the Bristol Library. The Bristol Library supports the rights of all individuals to

- friendly, courteous, and respectful service
- free and equal access to information
- privacy and confidentiality in their use of library services and collections
- A clean, comfortable, and pleasant environment
- Use of the library undisturbed and without threat of harm, interference, or discrimination

RESPONSIBILITY: The Board of Trustees will be responsible for drafting necessary procedures to ensure the policy is successfully implemented, and to further ensure patrons understand the conditions, rights, and obligations of the Library. The Board is responsible for ensuring the Library Manager adheres to the Library's rules, regulations and guidelines, while the Library Manager is responsible for ensuring the staff adheres to the same rules, regulations and guidelines.

APPROVED: 12/15/20 by the Bristol Library Board of Trustees

REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees

REVIEWED BY/ON: (Legal counsel and/or by a designated person after a period of time.