



Schenectady County Public Library

5.1 Patron Code of Conduct

By entering the library a patron is making a commitment to act courteously toward all other people, to act responsibly with regard to public property and to follow all rules of the facility. The use of the library is for reading, studying and learning.

Generally, patrons are expected to:

1. Supervise children at all times
2. Keep all valuables and personal property. The Library is not responsible for lost items.
3. Engage in activities associated with the use of a public library. Patrons not reading, studying, using library materials or attending events may be asked to leave the building.

No illegal acts are permitted.

This includes, but is not limited to, any action prohibited in these policies. In order to provide a safe and comfortable environment, the following are specifically NOT permitted inside the buildings:

1. Animals or pets (except service animals).
2. Any behavior that interferes with the peaceful enjoyment of the library.
3. Bathing or shaving or laundering or personal hygiene of any type in public spaces.
4. Bicycles.
5. Cell phone conversations, except in lobby or outdoors.
6. Computer use in violation of policy.
7. Consumption of food in an undesignated area.
8. Uncovered beverage.
9. Profanity, threatening, harassing, or intimidating language or behavior.
10. Sleeping.
11. Unsupervised children under age 13.
12. Any behavior that creates health or environmental hazards, including an unacceptable standard of hygiene.

The following acts constitute violations against the County and are subject to legal action and/or loss of library privileges, including being banned from the premises:

1. Loitering, soliciting, or panhandling on library property.
2. Public intoxication.
3. Harassment or threats of any type to anyone.
4. Using tobacco products or ecigarettes in any building or within 100 feet of an entrance.
5. Sequestering or "stashing" library property or personal items within the library building for the exclusive use of an individual or group.
6. Defacing, mutilating, or otherwise damaging library property.
7. Removing or attempting to remove library property from the library without proper authorization.
8. Stealing or knowingly possessing stolen library property.
9. Trafficking, for profit or otherwise, in library property.
10. Using library property or materials, including computers or wireless network, to commit a crime.
11. Trespassing in non-public areas without authorization or in any library facilities after closing hours.

The Library Executive Director is authorized to establish reasonable regulations governing the use of meeting rooms. Any exceptions to the rules and regulations outlined in this Policy need to be approved by the Library Executive Director or their designee.



Schenectady County Public Library

5.6 Meeting Room Policies

The Meeting Rooms of the Schenectady County Public Library are available for a variety of social, cultural and educational activities and discussions of current public questions. Use of meeting rooms is free of charge for non-commercial organization; all other commercial groups will be charged \$100 for up to a three-hour rental. They are available on equal terms to all groups in the community, regardless of beliefs and affiliations of their members, provided that the meetings are open to the public. No charge shall be made for admission to any meeting and no collection shall be taken up; neither may dues be collected. Use of the rooms may be limited to ensure equitable access. Events may not be scheduled more than two months in advance of the meeting date. The serving of food or beverages of any type needs to be approved.

Branch Meeting Room Procedure

Users of branch meeting rooms shall be responsible for reading, understanding and enforcing this and another other applicable library policies including Library Policy 5.1 Patron Code of Conduct.

The meeting rooms in the Schenectady County Public Library Branches are available for a variety of social, cultural, and educational activities, along with discussions of current public questions. Use of the room is free of charge for non-profit groups; all other groups will be charged \$100 for up to a three hour rental. Payment must be made prior to scheduled event; checks should be made payable to "Schenectady County Public Library." It is available on equal terms to all groups in the community, regardless of beliefs and affiliations of their members, provided that the meetings are open to the public. No charge shall be made for admission to any meeting and no collection shall be taken up; dues may not be collected either. Use of the room is limited to twelve meetings per calendar year for any organization. Events cannot be scheduled more than two months in advance of the meeting date.

Groups or individuals using the piano at the Niskayuna Branch Library will pay for its tuning, should they feel this service to be necessary. The library will make arrangements for this tuning service. Piano must be covered and returned to its original location at conclusion of program.

Light refreshments requiring no cooking may served. Smoking/vaping is prohibited inside and within 100 feet of our buildings. Alcohol and open flames, such as candles, are not permitted. The Meeting Rooms and facilities will be left clean and in good order. The organization will be responsible for any damage to library property. Groups must vacate the Meeting Rooms 15 minutes before the Branch Library closes. The library will not be responsible for any loss or damage to supplies or equipment belonging to the organization. Organization's supplies or equipment are not permitted to be stored at any Branch Library between meetings.

Study Room Procedures:

Users of study rooms shall be responsible for reading, understanding and enforcing this and another other applicable library policies including Library Policy 5.1 Patron Code of Conduct.

Study rooms may be reserved up to one week in advance, for a maximum of two hours at a time and three bookings within one week. Study rooms that are reserved where the request or has not shown up within 15 minutes of the reservation start time may be made available to other parties looking to use the room.

The Library Executive Director is authorized to establish reasonable regulations governing the use of meeting rooms. Any exceptions to the rules and regulations outlined in this Policy need to be approved by the Library Executive Director or their designee.



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5.6 Meeting Room Policies

McChesney Room Procedure

Users of the McChesney Room shall be responsible for reading, understanding and enforcing this and another other applicable library policies including Library Policy 5.1 Patron Code of Conduct.

The McChesney Room at the Hon. Karen B. Johnson Main Library is available for a variety of social, cultural, and educational activities, along with discussions of current public questions.

1. Use of the room is free of charge for nonprofit groups; all other groups will be charged \$100 for up to a three-hour rental. Payment must be made prior to scheduled event; checks should be made payable to "Schenectady County Public Library." It is available on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public.
2. Priority is given to library sponsored programming.
3. No charge shall be made for admission to any meeting and no collection shall be taken up; dues may not be collected either.
4. Use of the room is limited to twelve meetings per calendar year for any organization. Events cannot be scheduled more than two months in advance of the meeting date.
5. Groups or individuals using the piano in the McChesney Room will pay for its tuning, should they feel this service necessary.
6. Piano must be covered and returned to its original location at the conclusion of the program.
7. Light refreshments requiring no cooking may be served upon approval by Library Staff.
8. If kitchenette is used, counters must be wiped and no food left in the refrigerator.
9. Smoking/vaping is prohibited inside and within 100 feet of our buildings.
10. Alcoholic consumables and open flames, such as candles, are not permitted.
11. The McChesney Room and facilities will be left clean and in good order.
12. The organization will be responsible for any damage to library property.
13. Groups must vacate the McChesney Room 15 minutes before the library closes.
14. The library will not be responsible for any loss or damage to supplies or equipment belonging to the organization.
15. Organization's supplies or equipment are **NOT PERMITTED** to be stored at the Library between meetings.
16. Presentations must be stored on USB Flash Drive.
17. Personal laptops are **NOT ALLOWED** to be hooked up to the podium or TV system in the McChesney Room.

Renters agree to leave the room in the following condition:

- Chairs arranged neatly in stadium seating -or- stacked along the walls.
- All tables taken down and put in closet.
- All food removed from room, including kitchenette and refrigerator.
- Notify Library Staff at the front or reference desk upon departure.

The Library Executive Director is authorized to establish reasonable regulations governing the use of meeting rooms. Any exceptions to the rules and regulations outlined in this Policy need to be approved by the Library Executive Director or their designee.