

# **Long Hill Township Library**

## **Patron Code of Conduct**

Long Hill Township Library is a shared public space and an active center of information, cultural activities, recreation and learning. All patrons are expected to respect this and help us to maintain the library as a community center where all feel welcome. Please refrain from behaviors or actions that others might find offensive or a nuisance, such as clipping your nails, putting your feet on the table, etc.

The Library Board of Trustees has established certain standards of acceptable behavior, in order to maintain an atmosphere which promotes the use and enjoyment of the resources and services of the library and which protects the safety of the general public, the library staff, and the equipment and materials of the library.

Patrons shall engage in activities associated with the use of a public library. Any activity which interferes with the rights of other patrons to use the library, which could result in physical, emotional or mental injury to oneself or others, or could result in damage to the facilities, equipment, materials or library property and grounds will be considered disruptive and unacceptable.

### Standards:

- Patrons are required to wear a shirt and shoes in the library. Patrons shall maintain a generally accepted standard of personal hygiene. Patrons whose bodily hygiene is offensive as to constitute a nuisance to other persons, shall be required to leave the building.
- All bags and other articles are subject to inspection by library staff members. The library reserves the right to limit the size and number of items brought into the library. Library management has the discretion to discard personal items left unattended on library property in order to preserve a safe environment for library patrons, volunteers and staff.
- The children's room of the library is for the exclusive use of parents and their children or adults using resources that are only available in that area.
- Non-alcoholic beverages in covered containers are permitted.

### Conduct not acceptable in the library or on library grounds includes, but is not limited to:

- Engaging in any activity in violation of federal, state, local or other applicable law or library policy.
- Behavior disruptive to the legitimate use of the library. This includes disorderly conduct, noise or activity, whether intentional or inadvertent, that interferes with the rights of others; physical abuse; abusive or threatening language; and misuse of library equipment or furnishings.
- Any behavior that harasses or annoys others, such as staring at another person with the intent to annoy that person, following another person around the building with the intent to annoy that person, singing or talking to others or in monologues, or behaving in a manner which could reasonably be expected to disturb others.

- Using audio devices without headphones or with headphones set at a volume that disturbs others.
- Using cell phones and other communication devices in a manner that disturbs others.
- Any behavior that presents an eminent danger to the life or safety of others, including intentional non-emergency activation of alarmed exits or fire alarms.
- Carrying a weapon into the library or onto library grounds, unless authorized by law to do so.
- Soliciting, gambling or panhandling, including distributing printed materials, signing petitions or conducting surveys unless authorized by the library.
- Sleeping, except for young children under the supervision of the parent or caregiver.
- Neglecting to provide proper supervision of children.
- Littering.
- Smoking, chewing and other tobacco use.
- Bringing animals into the library, except for service animals or as authorized by the Library Director.
- Using wheeled devices in the library or on library grounds, except assistive devices such as wheelchairs, walkers and strollers.
- Using the lavatory facilities other than for ordinary and usual use. Bathing and laundering clothes are specifically not permitted.
- Consuming food in open areas of the library, except in the context of library programs and special events.

In the event that a patron violates any of these standards or rules, a staff member will inform the individual that his/her behavior violates the Patron Code of Conduct, and that it must stop.

If the individual continues the behavior, the supervisor on duty will inform the patron that he/she will be asked to leave the library if the behavior does not stop immediately.

If the behavior persists, staff will ask the patron to leave the library for the day. If he/she refuses, staff will contact the police for assistance.

The staff member who deals with the patron, and any staff members who witness the interaction, will complete an incident report and notify the Director.

Multiple activities violating the patron code of conduct by the same offender will be considered the second or third offense, even if the action is different. Multiple offenses may result in a patron being banned from using the library for a specific amount of time. The patron will be notified in writing of the suspension of privileges, and of the process for appealing the decision.

*Adopted by Library Board of Trustees November 2011*