

THE WEST CALDWELL PUBLIC LIBRARY
PATRON CODE OF CONDUCT

Pursuant to N.J.S.A. 40:54-1 et seq., the Library Board of Trustees for the West Caldwell Public Library is responsible for establishing rules of conduct to provide an atmosphere conducive to the appropriate use of its service and facilities and to protect the rights and safety of Library members, visitors, volunteers (collectively "Patrons") and personnel. To this end, patrons are required to comply with the following Library Code of Conduct.

Improper conduct on library premises is prohibited.

Improper conduct includes, but may not be limited to, the following:

- a. Creating a public disturbance
 - b. Eating or drinking
 - c. Use of alcohol, narcotics, hallucinogens or other foreign substances
 - d. Intoxication (drunkenness and other forms) or behavior leading to the suspicion of intoxication
 - e. Sleeping
1. Patrons shall at all times be engaged in activities associated with the use of a public library. Patrons not engaged in reading, researching, studying, or using library materials for their intended use may be asked to leave the Library.
 2. Patrons shall respect the rights of other Patrons and personnel and not annoy or disturb others through noisy activities, such as conversing, laughing or otherwise talking in a loud and disruptive manner, playing audio equipment at an audible level, using obscene and/or abusive language, staring or following another person around the Library premises with the intent to annoy, or conducting themselves in such a manner which reasonably can be expected to create a public disturbance. Talking is permitted, but only in quiet tones and low voices.
 3. Patrons shall not interfere with another Patron's use of the Library or with the personnel's performance of their duties.
 4. Patrons shall respect Library property and materials and shall not mutilate, damage or deface any Library property or materials.
 5. Restrooms shall be used for their intended purposes. Restrooms shall not be improperly used as a laundry, washroom or changing room except as necessary for young children under adult supervision. Patrons will not use the restrooms to bath, shave, wash their hair, or brush their teeth.
 6. Patrons shall not be permitted to enter the Library building without a shirt or covering on their upper bodies or without shoes or other footwear.
 7. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to others shall be required to leave the Library.
 8. No child under the age of 10 shall be left unattended in the Library without the supervision of an adult.
 9. Animals are prohibited, except for service animals for the disabled.
 10. All briefcases, handbags, notebooks, carry-alls, overcoats, luggage, packages and shopping bags are subject to search by the Library's authorized personnel.
 11. Patrons will not interfere with the free passage of library staff or patrons in or on the library premises.
 12. Patrons will not place personal belongings including but not limited to, objects such as bicycles, skateboards, backpacks, large bags, suitcases, shopping carts or other items on or against the building, furniture, equipment or fixtures in a manner that interferes with library staff or patron use of the library facility.
 13. The Library is not responsible for unattended personal belongings. Users may not leave personal belongings unattended either in the library or on its premises. Any items unattended will be automatically and immediately disposed of by the authorities.

14. No one will sell or distribute any item on library premises without approval of the Board of Trustees and or the Director.
15. Solicitation of contributions or signatures and the conducting of surveys except those directly relating to the library are prohibited unless approved by the Director and or the Board of Trustees.
16. Photographs will not be taken on library premises without the permission of the Director and the permission of all library users to be photographed.
17. All Library materials must be charged out in accordance with the established policies and procedures before being taken from Library premises.
18. Patrons shall adhere to the Library Internet Policy when using Library computers.

ENFORCEMENT

Library personnel will **enforce** the above rules. Upon violation of any of these rules, a person will be asked to modify their behavior. If the behavior continues, Library personnel will require the person to leave Library premises. Library personnel shall also have the authority to require a person to leave Library premises without prior warning depending upon the seriousness of the violation. Further, where appropriate, the Township of West Caldwell Police Department will enforce these rules or be called upon to respond to any illegal activities on Library premises. Refusal to leave when properly directed may result in arrest and prosecution for trespassing.

Library personnel shall maintain written documentation of all violations of the Library Code of Conduct detailing the person cited for the violation and the time, date and nature of the violation.

SANCTIONS AND APPEAL PROCESS

Serious or repeated violations of the above rules may result in restriction, suspension and/or revocation of Library membership and/or exclusion from the Library for a period of up to one year, to be determined by the Library Director. A violation of the law may result in arrest and prosecution.

Library personnel must provide a person who has been prohibited from the Library or whose Library membership has been affected with written notice informing the person of the specific nature of the violation and the available appeal procedure. Such notice must be provided either at the time of violation or by certified mail within a reasonable time thereafter.

Any person receiving such notification shall have the right to appeal the Library Director's decision to the Library Board of Trustees. Appeal must be made in writing within 3 days of notification of the exclusion to: The West Caldwell Public Library, 30 Clinton Road, West Caldwell, New Jersey 07006. The Library Board of Trustees shall hold an informal hearing within 10 days of receipt of the appeal. The person shall be notified at least 7 days before the informal hearing.

This informal hearing shall be held without regard to the strict rules of evidence, however, a person may be represented by counsel, may present evidence and may call witnesses and cross-examine witnesses of the Library. Failure to appear on the assigned day of the informal hearing without prior notification to the Library Board of Trustees will result in the denial of the appeal.

The Library Director's decision shall be affirmed unless arbitrary, unreasonable or capricious. The Board of Trustees shall have the power to affirm, modify or reverse the Library Director's decision. Within 10 days of the hearing the Library Board of Trustees must issue a written decision stating the reasons therefore. The decision of the Library Board of Trustees shall be a final determination.

Any person who enters or remains on Library premises during a period of exclusion will be subject to arrest and prosecution for trespassing.

Revised & Approved 5/21/13