

# ***MOUNT OLIVE PUBLIC LIBRARY***

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

## **The Mount Olive Public Library's Patron Code of Conduct Policy**

The Mount Olive Public Library Board of Trustee and staff of the Library are dedicated to the good of the community and to this institution. We support the vision and the integrity of the Mount Olive Free Public Library. Further, we pledge to uphold the following rights to which our Library patrons are entitled.

- ◆ Prompt, friendly, courteous and respectful service at all times;
- ◆ Equitable service regardless of age, gender, ethnicity, religion, race, appearance or disability;
- ◆ Accurate, timely, and useful information;
- ◆ Clearly identified library procedures and services;
- ◆ Professional direction and guidance by trained and knowledgeable staff;
- ◆ Opportunity to submit suggestions, comments and concerns about all material, and
- ◆ Confidentiality and privacy to the extent reasonably possible.

To protect the rights of everyone using the Mount Olive Public Library, the listed below ***Acceptable Standard of Conduct*** is hereby posted and will be enforced by the Library staff. Persons failing to comply will be asked to leave the Library building. Persons who persist in disapproving conduct or who refuse to leave the Library building when requested will be subject to exclusion from Library premises, suspension of Library privileges, and a misdemeanor arrest.

### ***Acceptable Standards of Conduct:***

- ❖ Patrons are required to wear a shirt and shoes in the library.
- ❖ Patrons shall maintain a generally accepted standard of personal hygiene.
- ❖ 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/guardians and their children or adults using resources that are only available in this area.
- ❖ Non-alcoholic beverages in covered containers are permitted.

# ***MOUNT OLIVE PUBLIC LIBRARY***

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

Users of the Library must respect the rights and privileges of all other users. Any behavior that inhibits the use of the Library by others is prohibited.

All conduct that materially disrupts the use of the Library facilities, collections, or services is defined as unacceptable in this Library's environment is prohibited. Patrons are urged to report disruptive behaviors immediately to staff so that appropriate steps can be taken.

## **Examples of disruptive or unacceptable behavior include, but are not limited to:**

- ❖ Engaging in any activity in violation of federal, state, local, or other applicable law or library policy;
- ❖ Employing obscene, threatening, abusive or harassing language or behavior;
- ❖ Smoking, vaping, e-cigarettes, or any other use of inhalation substances or of tobacco products;
- ❖ Mutilating, damaging or defacing any Library property or Library materials;
- ❖ Consuming food and/ or drink in open areas of the library, except in the context of library programs and special events;
- ❖ Use of alcohol, narcotics, hallucinogens or other foreign substances or behavior consistent with intoxication or disorderly persons offense;
- ❖ Using the following for entertainment, research or enjoyment, etc. such as a smart phone, digital music, music players, i.e. I Pods, radio, or tape cassette player without the use of earphones; using a portable television set or any other device which might disturb other Library users;
- ❖ Using wheeled devices in the library or on library grounds, except assistive devices such as wheelchairs, walkers, and strollers;
- ❖ Sleeping, except for young children under the supervision of the parent/guardian/caregiver;
- ❖ Gambling and card playing;
- ❖ Blocking or in any way interfering with the free movement of any persons;
- ❖ Rearranging or relocating any Library furniture or equipment;
- ❖ Possessing a weapon for unlawful purpose;
- ❖ Using Library telephones without approval by any person, other than Library personnel;
- ❖ Using cell phones and other communication devices in a manner that disturbs others;
- ❖ Removing materials from the Library without authorization or clearance through established lending procedures;
- ❖ Littering;
- ❖ Dressing inappropriately e.g., shoes and shirts must be worn at all times;
- ❖ Bathing, laundering clothes, or changing of clothes in the public bathrooms, and
- ❖ Selling, distributing or soliciting on Library premises without written consent by the Library Director.

# ***MOUNT OLIVE PUBLIC LIBRARY***

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | [www.mopl.org](http://www.mopl.org)

## **Access to “Staff Only” areas:**

Members of the public are not permitted in “Staff Only” areas of the Library without the permission or accompaniment of an authorized staff member.

Members of the public must use only those entrances and exits designated for their use.

## **Animals and pets:**

Animals, except for service animals, are not allowed.

## **Inspection of bags, books, etc.:**

Patrons may be requested to show the contents of book, bags, papers, etc. by Library Staff.

## **Loitering:**

Loitering is not permitted in or on Library property.

## **Lost or stolen items:**

The Library cannot be held responsible for personal items lost or stolen on the premises.

## **Misuse of Library property:**

Unauthorized use of, damage to or theft of Library materials, equipment or property is prohibited.

## **Photographing, filming or video recording:**

Photographing, filming or video recording is not permitted in the Library unless authorized by the Library administration and the permission of the Library user to be photographed, filmed or videotaped.

## **Smoking:**

Smoking or holding lighted tobacco is prohibited either in the Library or within 30 feet of the public entrance of the Library.

## **Sports equipment:**

Use of sports equipment on Library property is prohibited when, in the opinion of Library staff, such use constitutes a danger to members of the public or Library staff.

# ***MOUNT OLIVE PUBLIC LIBRARY***

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

## **Unattended children:**

- ❖ Children twelve-years-old (12) and younger must be accompanied and supervised by a parent, guardian, caregiver, assigned chaperone, or another designated responsible person while in the Library or on Library property.
  - ❖ Children seven-years-old (7) and younger must never be left unsupervised in any area of the Library.
  - ❖ If a child attends a Library sponsored program, the Library requires the parent, guardian, caregiver, or chaperone to remain in the Library throughout the program.
  - ❖ If a parent, guardian, caregiver, or chaperone cannot be located, the Library staff will contact the Mount Olive Township Police Department.
  - ❖ A parent /guardian who leaves a child/children unattended in the Library does so at his/her own risk.
  - ❖ Library staff members are not babysitters and will not supervise any children.
- 
- ❖ The Library is a public building and, as such, cannot be considered a safe place to leave an unattended child.
  - ❖ Parents/guardians are responsible for their children's behavior while in the Library.
  - ❖ Disruptive children who do not control their behavior within two warnings will have this policy enforced.

## **Disruptive Children:**

The Library Staff is not expected to assume responsibility for the care of unsupervised children in the Library. Children (whether with a parent, guardian, caregiver, or chaperone or not) who are continuously disruptive will be dealt with in the following manner:

- ❖ Will be given a first warning by a staff member that he/she must settle down.
- ❖ If after a second warning by a staff member, he/she continues to maintain disruptive behavior, he/she will be required to leave the Library.
- ❖ If required to leave the library as a result of disruptive behavior, he/she will be permitted to call a parent, guardian, caregiver, or chaperone if he/she cannot safely leave the Library to return home on his or her own, and will wait with a staff person until the parent, guardian, caregiver, or chaperone arrives.

# ***MOUNT OLIVE PUBLIC LIBRARY***

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | [www.mopl.org](http://www.mopl.org)

## **Unattended Children at Closing Time:**

- ❖ Children who have not been picked up at closing time will be given the opportunity to call a parent, guardian, caregiver, or chaperone.
- ❖ Children who have not been picked up after closing will be left in the care of the Mount Olive Township Police Department.
- ❖ Under no circumstances will any staff member transport a child or children in a vehicle or accompany a child or children home.

## **Washrooms:**

Library materials are not permitted in the public washrooms in the Library.

## **Results of violations:**

- ❖ If patrons conduct themselves in an objectionable or noisy manner, staff will, whenever possible, warn the patron that the behavior is unacceptable.
- ❖ If no proper response is made, the patron will be asked to leave.
- ❖ If the patron will not leave, police will be called. In any extreme or threatening situation, police will be called immediately.
- ❖ Violation of the Rules of Conduct may result in cost-recovery charges, suspension of Library privileges and/or exclusion from Library property or prosecution.

## **Non-compliance:**

Any patron who is not complying with the stated code of conduct will be asked to read and sign this code of conduct. If a minor is not complying with the stated code of conduct, the minor will also be asked to have a parent signature on the code of conduct before returning to the Library.