

Rules of Conduct For Public Behavior

Section 1. General

Welcome to the Franklin Lakes Public Library. The Library's priority is public service. Every day, hundreds of people visit our Library to read, select materials, use electronic resources, attend programs, and request information from the staff. The Library has the right to run its facility cleanly, pleasantly, and safely. Individuals have the right to work without undue interference. All Library users and employees should be free of threat of harm, invasion of property, or gross indignity. For the Franklin Lakes Public Library to provide an atmosphere conducive to the appropriate use of its services and facilities, the Library has adopted the following Rules and Regulations for public behavior.

Respect yourself, Respect others, Respect the materials, and Respect the space.

1. Patrons shall engage in activities associated with the conventional use of the Library's facilities, equipment, and services while in the building.
2. Any materials borrowed from the Library must be charged out per established procedures before they are removed from the Library's premises
3. Patrons shall not engage in any illegal activity.
4. Patrons are not permitted to carry weapons in the facilities unless authorized by law. Any patrons authorized to carry a weapon must notify Library staff and provide reasonable legal documentation to support authorization.
5. Patrons shall not use or be under the influence of alcohol or controlled dangerous substances on Library premises.
6. Disruptive or unsafe behavior, including any conduct that interferes with the use and enjoyment of the Library by other patrons or with the functioning of the Library staff is prohibited. See section **5. Disruptive or Violent Behavior**.
7. Patrons shall not use loud, abusive, threatening, or insulting language.
8. Sexual misconduct, such as exposure, threatening touching, or verbal harassment, is prohibited.
9. Sleeping, smoking, bathing, or changing clothing in restrooms is prohibited.
10. Patrons shall not bring pets or animals into the Library other than service animals.
11. Using bicycles, skates, or skateboards inside the Library is prohibited.
12. Food brought from home may be eaten in the Café Area. Food cannot be ordered for delivery. Patrons are expected to clean up after themselves.
13. All audio equipment requires the use of headphones. Volumes must be kept at levels for personal use only.
14. Appropriate clothing and footwear are required and must be worn at all times.
15. Tampering with the computers or software is prohibited. Downloading software, games, etc. to library computers is prohibited.
16. Patrons may not loiter or play in the library's lobby, in front of the library building, in the parking lot, or in the garden areas. The police may be called if anyone is in a restricted area.
17. Petitioning, soliciting of contributions or signatures for conducting surveys, selling merchandise, or conducting private commercial business is prohibited.

18. Recording within the building without the express permission of the Library Director and written permission from all of those to be videotaped, photographed, or otherwise recorded is prohibited.

Section 2. Responsible Use of Library Resources and Materials

The Franklin Lakes Public Library serves the public, and to that end, it has established a Responsible Use Policy with the following goals in mind:

- To help ensure the health and safety of all library users and a long life for library collections, furnishings, and equipment.
- To allow the library staff to direct funds to purchase materials that support the curriculum rather than replace resources, furnishings, and equipment damaged by careless patrons.
- To respect our hard-working custodial staff by taking responsibility for our behavior.

Therefore, behaviors deemed inappropriate toward furthering a climate of responsible use and/or detrimental to library facilities will not be tolerated and may lead to suspension of library privileges.

The library will charge patrons and, if under-aged, their parents/guardians for the cost, repair, or replacement of lost or damaged materials, furnishings, equipment, or library property. Patrons are responsible for the appropriate treatment of library property.

10. Activities or behavior that may damage Library property is prohibited. Patrons shall not deface library materials or Library property.

Section 3. Code of Behavior for Library Programs

To ensure that attendees or participants in library programs have a suitable environment for their enjoyment and enrichment, the following Code of Behavior for Library Programs has been developed. All library members and guests are expected to abide by this Code.

1. Children 8 years of age and under must be accompanied and supervised by his/her own parent or adult guardian at all times during library programs.
2. Before entering a Children's Department program, a parent/caregiver must sign in each child participating using the sign-in sheet provided by a staff member.
3. Program registrants are expected to notify the library if they cannot attend. Prompt arrival is expected. Spaces will be held for 10 minutes after the scheduled program start time. After these 10 minutes, wait-list patrons will be admitted to these open spots. Children participating in Children's Department programs must be picked up immediately at the program's conclusion.
4. Program participants, adults, teens, and children alike, should assist in the cleanup of materials, personal trash, toys, or books after a program.
5. Participants in library programs agree when requested to provide any materials on supply lists and abide by program rules, eligibility requirements, and registration procedures.
6. Shouting, rude behavior, inappropriate comments, or disorderly conduct will not be tolerated.

7. The library expects the public to care for all library materials used in programs appropriately. Any damage beyond normal wear and tear is the library user's responsibility. For children under the age of 18, this responsibility is assumed by a parent or legal guardian.

Library staff members should be treated with respect at all times. Violations of the above code will be dealt with promptly by the library staff. Repeated offenses may result in loss of library privileges and/or monetary retribution as reviewed by the library administration and/or the Board

Section 4. Child Behavior and Safety Policy

The Franklin Lakes Public Library welcomes children to use its facilities and services. This section is intended to inform the public and guide the Library staff when dealing with children who are misbehaving or unattended. The Library recognizes that such circumstances may result from widely varying factors and conditions, and this policy does not replace the exercise of sound judgment in addressing particular circumstances. Library staff will not physically prevent a child from leaving the Library or assume responsibility for a child.

The responsibility for the care, safety, and behavior of children using the Library rests with the parent/guardian or caregiver. As with any patron, a child's behavior is unacceptable if it disrupts any patron's routine use of the Library or interferes with the staff's performance of their duties. The Library does not function as a childcare facility and cannot assume any responsibility or liability for children using the facility for any purpose. Therefore, all children 12 and under are expected to be accompanied by an adult in the Library.

Library staff members who observe unacceptable behavior will inform the child and the parent or caregiver, if present, of this policy. If inappropriate behavior continues, the Library staff will attempt to contact the parent/caregiver and request that the child be picked up immediately. If the child is unaccompanied by a parent or caregiver, the staff will follow the policy for unattended children.

If the parent/caregiver is present, the staff member will notify them of the child's unacceptable behavior a. If the behavior continues, the parent/guardian will be told to leave the library property. If the individual refuses to comply, the staff member will notify the police. An incident report will be submitted to the library director in the event of any violation of policy.

***All children must have a signed Unattended Child Policy on file with the library to remain in the library without an adult.**

Acceptable behavior is expected at all times. Should you choose not to follow these rules, a staff member will warn you that your behavior is not acceptable. If approached more than twice about not following these rules, a staff member may ask you and your parent/guardian to review and sign a copy of the Rules of Conduct. If there continues to be no change in your behavior, the staff may call your parents and ask you to leave the library for a set period. The director will determine the appropriate course of action.

Section 5. Disruptive or Violent Behavior

DISRUPTIVE BEHAVIOR:

Disruptive behavior is any conduct that prevents other library users or staff from peacefully participating in library-related activities.

Patrons shall respect the rights of other patrons and shall not harass, intimidate, or annoy others through noisy or boisterous activities. Examples of behavior include (but are not limited to):

1. staring at another person
2. following another person around the building
3. playing audio/visual equipment so that others may be disturbed
4. openly displaying disturbing or offensive visual material
5. sleeping
6. singing or talking loudly to others
7. running or throwing objects in the building,
8. or behaving in any other manner that reasonably can be expected to disturb or interfere with the use of the Library by other persons.

THREATENING BEHAVIOR:

The Franklin Lakes Public Library has zero tolerance for threatening behavior. The Library will perceive that a threat has been made when a patron verbally or physically threatens, intimidates, or assaults another patron or library staff or threatens to harm themselves, and is done in person or via written notes, phone calls, text messages, use of social media or e-mail directed at library staff or the library in general. When threatening or potentially threatening behavior occurs, staff members will attempt to respond according to the nature and severity of the situation. In addition to any legal action against them, patrons involved in threatening behavior will be subject to the disciplinary policy below.

DISCIPLINARY POLICY:

The Franklin Lakes Public Library employs an incremental disciplinary policy in dealing with disruptive/threatening behavior. To enforce this policy, all staff members are given the following guidelines to assist them in implementing the library's policies.

*Initially, the patron will be informed that they are violating Library rules and that if the disruption continues, they will be TOLD to leave the library for the remainder of the day.

*If the behavior continues, the patron will be TOLD to leave the library property. If an individual does not leave the building when asked, the staff member will notify the police.

*If the person or persons are minors (under the age of eighteen (18)), the library will attempt to contact the parent(s) and request that the child be picked up immediately. If no parent can be contacted, the appropriate authorities will be notified and asked to take charge.

*An incident report will be submitted to the Library Director in the event of any violation of policy. After the first offense, anyone violating the policy on disruptive behavior will be banned from the library and have their privileges suspended as follows:

FIRST REPEAT OFFENSE: One (1) month

SECOND REPEAT OFFENSE: Six (6) months

THIRD REPEAT OFFENSE: Permanent Ban- Privileges revoked

Any person who enters or remains on library premises after having been notified by an authorized individual not to do so and any person who enters or remains on library premises during the period they have been banned from the library will be subject to police removal and may be subject to prosecution for trespassing.

VIOLENT BEHAVIOR:

The Franklin Lakes Public Library has a zero-tolerance policy towards violent behavior. Any incidence of violence will result in staff notifying the police and the removal of the offending patron from the building. The patron will be permanently banned from the library and their borrowing privileges revoked. In such an instance, the privileges may only be reinstated upon application and hearing by the Library Board of Trustees.

NOTICES:

Patrons whose privileges are suspended or revoked will be notified in writing via certified and regular mail at the patron's address provided on the library records. For minors, letters will be sent to their parents.

APPEAL PROCESS:

Any patron whose privileges have been suspended or revoked may request in writing to have the decision reviewed by the Board of Trustees. The patron can present evidence and argument to the Board about why their privileges should be reinstated. The Board shall consider the past conduct of the individual, the nature and seriousness of the offense(s) that necessitated the revocation of privileges, and the impact of the offense(s) on other patrons and library staff. For patrons whose privileges are revoked because of violent behavior, the Board may also consider the patron's criminal record. Nothing in this policy shall be interpreted to deny the Board's right to ask that any sentence imposed in any criminal proceeding against a patron who has violated this policy regarding violent behavior include a suspension or revocation of the patron's borrowing privileges and right to use the library.

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