

FORT LEE PUBLIC LIBRARY

CODE OF CONDUCT

In order to ensure that the Library may operate and be administered in the best interest of the community it services, THE BOARD OF TRUSTEES OF THE FORT LEE PUBLIC LIBRARY, adopts, publishes and posts the following regulations:

1. No patron shall destroy, injure, deface or steal any property and/or material belonging to the Library.
2. No patron may engage in any illegal activity while in the Library building or on the grounds.
3. No patron shall conduct him/herself in a violent or disorderly manner, use abusive or profane language, disturb any public meeting or assembly, or possess, use or be found under the influence of alcohol or illegal drugs.
4. No patron shall abuse or threaten other patrons or members of the staff.
5. No patron may interfere with the use of the Library by other patrons, or interfere with Library employees' performance of their duties.
6. No patron shall engage in disruptive conversation or conduct or unruly behavior. Patrons shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by following another person about the building with the intent to annoy that person, by using electronic equipment (including cell phones) so that others can hear it, by singing or talking loudly to others or in monologues, or by behaving in a manner which can be reasonably expected to disturb others.
7. Patrons shall not engage in any sexual activity and/or any acts of lewdness or exposure prohibited by N.J.S.A. 2C: 14-1 through 2C: 14-8 or any other physical contact or sexual activity which is inappropriate in a public place.
8. Patrons are not permitted to use Library or personal computers or other media to display materials that are explicitly violent, obscene, pornographic, or harmful to minors.
9. Staff cannot protect or monitor minor children or adults needing care or supervision. Children age 7 and under cannot visit the Library unattended. A parent/caregiver must remain within the Library and within eyesight of the child at all times. (See also Children's Room Policy).
10. All items brought in the Library are subject to inspection. The Library is not responsible for lost or stolen property. Patrons must keep personal belongings to themselves. Items left unattended are subject to removal and discard.
11. No patron is permitted to carry a weapon into the Library, unless authorized by law. Any patron authorized to carry a weapon must notify Library staff that he/she is carrying a weapon in the Library.
12. Proper attire including shoes /other footwear and shirts is required. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons and/or staff may be required to leave the building.
13. No patron may smoke or use tobacco or tobacco products anywhere in the building or within a 35 foot radius of the building perimeter.
14. No patron may consume food in the public areas of the building. Exceptions may be made for specific Library programs or rentals when refreshments may be permitted. Beverages with lids are permitted.

15. All patrons must use their cell phones and electronic devices responsibly. The Library requires all individuals to set their cell phone ringers to non-audible (vibrate) mode upon entering the Library. Talking on cell phones is permitted, provided such use does not disturb others; otherwise calls must be made or received outside the Library.
16. No patron may watch and/or listen to audio and/or visual recordings on Library premises without using earphones which make the sound inaudible to others. If sound is heard, despite the use of earphones, the patron must turn the recordings off.
17. No posters or flyers or other forms of material may be posted without the permission of the Director. Solicitations for charitable, religious, or other purposes, selling of tickets, magazines, or merchandise of any kind are prohibited on Library premises. The only exceptions to this rule are the on-going book sales and other fund-raising events sponsored by the Library or the Library Associates, or by similar groups authorized by the Director.
18. No animals are allowed in the premises, other than dogs recognized as service animals under Titles I and II of the ADA. Service animals must be housebroken and kept under control by their handler.
19. No patron may sleep or lie down while on the premises.
20. No patron may misuse the bathrooms, e.g. as a laundry or bathing facility.
21. Roller skates, skateboards, and the like are not permitted in the Library or on the grounds.
22. Bicycles may not be brought into the Library; they must be parked in the bicycle racks by the entrance of the Library.
23. The parking lot is for the exclusive use of the staff and patrons of the Library, and may be used only during the specified hours as posted.
24. Patrons may not film, photograph or interview other patrons or staff in the Library without the Library Director's approval.
25. The Library reserves the right to limit adults from attending children and teen programs.

LIBRARY PATRONS VIOLATING ANY OF THESE RULES ARE SUBJECT TO IMMEDIATE LOSS OF LIBRARY PRIVILEGES AND/OR LEGAL PROCEEDINGS, WHICH MAY INCLUDE POLICE INTERVENTION AND ARREST. LONGER TERM LOSS (SUSPENSION OR REVOCATION) OF PRIVILEGES SHALL BE DETERMINED BY THE LIBRARY DIRECTOR THROUGH A WRITTEN NOTICE, TO BE DELIVERED IN PERSON WITHIN THE LIBRARY AND/OR SENT BY CERTIFIED MAIL TO THE PATRON'S LAST RECORDED ADDRESS. PATRONS WHO WISH TO APPEAL THEIR LOSS OF PRIVILEGES MAY SUBMIT A WRITTEN LETTER OF APPEAL TO THE LIBRARY DIRECTOR WITHIN TEN (10) DAYS OF ISSUANCE OF THE DIRECTOR'S NOTICE. THE DECISION OF THE BOARD OF TRUSTEES IS FINAL.

LIBRARY EMPLOYEES MAY CONTACT THE FORT LEE POLICE DEPARTMENT IF DEEMED ADVISABLE. ANY CONDUCT VIOLATING FEDERAL, STATE OR LOCAL LAW, OR THAT CREATES A SAFETY THREAT, COULD HAVE LEGAL REPERCUSSIONS.

ADOPTED BY THE FORT LEE LIBRARY BOARD OF TRUSTEES

DATED: June, 15, 2016