

# Washington Public Library

20 West Carlton Avenue

Washington, New Jersey 07882

Phone: 908 689-0201

Fax: 908 835-0803

## Code of Conduct

The Washington Public Library staff strives to make the facility a warm and inviting place for all people to visit. Use of the Library is intended for reading, learning, research, studying, writing, accessing the internet and participating in library-sponsored programs.

This policy has been developed to minimize situations in which any library user interferes with the legitimate library business of other users and staff, to protect the safety of all library users and staff, and to protect library property.

Library users shall respect the rights of other users.

No public area of the library will be designated for meetings and no specific areas can be shut off from public access to conduct a meeting.

### **1. The following activities are prohibited in the library and are unacceptable library user conduct:**

- a. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance. This includes, but is not limited to: engaging in any sexual conduct or any act of lewdness or exposure, possession, distribution, or use of controlled substances or alcohol (alcohol except as allowed at a library-approved event); no one under the influence of alcohol or such drugs will be permitted into the library.
- b. Eating or drinking from open containers except in specified areas at specific times, for example as part of a special program. Drinks in unbreakable spillproof containers **with lids** will be permitted, except at computer stations. We reserve the right to inspect the container contents.
- c. Using the library to sleep.
- d. Smoking and use of tobacco products, vaping and lighting devices.
- e. Carrying 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.
- f. Bringing animals into the library except when needed to assist a person with a disability. The animal(s) must be trained to ignore other people. (See Service Animal policy.)
- g. Using or abusing furniture or equipment, in a manner for which they are not intended, including standing or lying on tables or chairs or putting feet on any furniture.

## **Washington Public Library**

20 West Carlton Avenue

Washington, New Jersey 07882

Phone: 908 689-0201

Fax: 908 835-0803

- h. Misusing the restrooms (i.e. destructive or indecent behavior). Only one person may use a restroom at a time, except that a parent may assist his or her child. The patron must ask at the circulation desk to be “buzzed” into the room.
- i. Leaving a child under the age of 12 unattended in the library without the supervision of a responsible adult who is within eyesight of the child. (See unattended children policy.)
- j. Interfering with another person’s use of the library or with the library personnel’s performance of their duties, including but not limited to such behavior as
  - i. Talking loudly, making noise, running or engaging in other disruptive conduct
  - ii. Obscene language or activity
  - iii. Playing of electronic audio equipment so that others can hear it
  - iv. Use of a cell phone inside the library for verbal conversational purposes. The lobbies may be used for this purpose.
  - v. Personal hygiene practices resulting in strong odors which are harmful or disruptive to others.
- k. Use of scooters, roller skates, skateboards, bicycles and other wheeled recreational items within the library. (See Scooter Policy)
- l. Use of scooters, roller skates or skateboards on library property at any time.
- m. Bicycles must not be leaned against the building or left by the entries in such a way as to interfere with the activities of staff or patrons.
- n. Photography on the library premises without the permission of the library administration and all those photographed

## **Washington Public Library**

20 West Carlton Avenue

Washington, New Jersey 07882

Phone: 908 689-0201

Fax: 908 835-0803

**2. In addition to slacks, skirts or similar seasonal attire, shoes and shirts must be worn at all times.**

**3. Library privileges may also be limited for the following reasons:**

- a. Threatening, harassing, staring at or physically harming staff or patrons
- b. Damaging or stealing library materials or property
- c. Inappropriate use of the public computers (including reconfiguring the software) or of the Internet itself (See Internet and Computer policy)
- d. Posting or distributing unauthorized items
- e. Soliciting, petitioning, distributing written materials or canvassing the public for political, charitable, religious or other purposes not related to the library inside the library building or in any manner on the library premises that unreasonably interferes with or impedes access to the library
- f. Other activities that interfere with the proper functioning of the library.

Library users who fail to observe this Policy on Acceptable Conduct or other rules and regulations of the Library may be asked to leave the building or police assistance may be utilized if deemed advisable by the library staff. Procedures that govern the suspension of library privileges will be available at the library's circulation desk.