

## **PATRON BEHAVIOR**

The Board of Trustees of the Whippanong Library in order that the Library may operate and be administered in the best interest of the citizens it serves, publishes and posts these regulations applicable to the Library.

- I. No person shall destroy, injure, or deface any library property. All library property shall be promptly returned in accordance with the terms of the loan and in the same condition as it was loaned.
- II. No person while on the premises of the Library shall conduct oneself in a violent, riotous, or disorderly manner; use abusive, obscene or profane language; engage in immoral conduct; disturb any public meeting or assembly; or be found under the influence of alcohol or drugs in such a condition as to threaten the safety and rights of others. The Library premises include not only the building, but the land surrounding it, such as the front, rear and side grounds; the sidewalks; and the parking lots.
- III. No person while on the premises of the Library shall obtain or attempt to obtain signatures to a petition; conduct surveys or investigations; distribute printed material or unnecessarily disturb any person. Solicitations for charitable, religious or other purposes and selling tickets, magazines or merchandise of any kind are prohibited in the Library building.
- IV. No person while on the premises of the Library shall engage in disruptive conversation or conduct, harassment or unruly behavior which inhibits the use of the Library by others. Nor shall any person refuse to obey the reasonable requests of an employee of the Library.
- V. No person shall smoke, vape, or consume food or drink in the public area of the Library building.
- VI. No person shall bring animals into the Library building except those in library programs, certified assistance or support animals, or dogs used by law enforcement agencies. (Revised – April 9, 2014)
- VII. No person shall leave children under twelve years of age unattended on Library premises without supervision. (Revised – June 14, 2006, April 9, 2014) Caregivers and attendants are responsible to remain available for the personal or special needs of those entrusted to their care. The Library cannot be responsible for any consequences of caregivers forfeiting their responsibilities.
- VIII. (Intentionally left blank)
- IX. All Library patrons must be properly attired, including footwear and shirts. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building.
- X. For any violation of these regulations, a Library staff member may exclude any member of the public from the Library premises and/or withdraw library privileges. Reinstatement of library privileges will be granted by the Board of Trustees.
- XI. Non-disruptive/non-verbal use of cell phones only will be allowed in the library, hallway and inner foyer. Silence all alerting tones. Use of speakerphones is prohibited throughout the Library. The same guidelines apply to personal electronic

devices such as ereaders and notebooks, and those provided by the Library.  
(Approved – April 11, 2001, Revised – April 9, 2014)

- XII. No person shall purposely conceal library materials on their persons or among their belongings. Library staff may inspect briefcases, handbags, and other packages to assure compliance with check out procedures. (*N.J.S.A. 2c:20-15*)\*
- XIII. Refrain from creating, viewing, sharing or distributing pornography, sexually explicit graphics or otherwise offensive material which is inappropriate for an open public environment.
- XIV. Conducting private or commercial business in the Whippanong Library is prohibited. Private or commercial business includes, but is not limited to: internet business, presentations to clients for paid services, private paid tutors, and any other private or commercial businesses.
- XV. The Whippanong Library recognizes that tutoring is an activity that relates to the library's role as an educational support center. Use of the library's space is restricted to non-profit tutoring (ESL tutors, literacy volunteers, Hanover Twp. Board of Education home instructors, etc.) only. Paid private tutoring within library is prohibited (see policy XIV). Tutoring time length is limited to 1 hour. Non-profit tutors must register and be authorized by the Library Director or designee regarding tutoring time, day, and location within library. Parent/guardian/caregiver of children under 12 must be present in the library during tutoring (see Policy of Unattended Children for details).
- XVI. The above Code of Conduct is not intended to be a complete list of expected behavior and violations, but it is intended for guidance. Library staff has the authority to determine what constitutes disruptive behavior. Individuals violating any of these rules may be asked to leave by the staff member in charge. They may also, in appropriate circumstances, have their library privileges revoked or suspended by the Library Director and/or be subject to legal proceedings. A written appeal of such revocation or suspension can be submitted to the President of the Board of Trustees. The appeal will be reviewed and decide by the Board and a recommendation will be forwarded to the Library Director for final administrative determination.

\* *New Jersey Statutes Annotated*