



## **GLEN ROCK PUBLIC LIBRARY LIBRARY PATRON BEHAVIOR POLICY**

The Glen Rock Public Library Board of Trustees sets standards of acceptable behavior on Library premises to ensure an atmosphere that encourages the use and enjoyment of Library resources and services, promotes the safety of the general public and the Library staff, and protects Library materials, equipment, building and grounds.

*As a limited public forum, the library is open to the public for the limited use of reading, studying, using library materials, and participating in library sponsored or library approved programs.*

This policy pertains to children, youths and adults. Parents are solely responsible for the actions of their children on Library premises, whether or not a caretaker attends those children. Library staff cannot, and will not, serve as caretakers.

Disruptive and unacceptable behavior includes any activity that:

- Interferes with the rights of other people to use the Library
- Disrupts the normal functioning of the Library
- May result in physical, emotional or mental injury to oneself or others; [including sexual content displayed on screens in public traffic areas]
- May result in damage to materials, equipment, building and grounds
- Constitutes a failure to comply with Library staff directives.

Examples of disruptive or unacceptable behaviors include, but are not limited to:

- a. Eating or drinking, except for a special event in a designated area as authorized by the Director or beverages in closed containers;
- b. Playing audio equipment so that others can hear it;
- c. Smoking, vaping, striking matches or lighters, or carrying lighted smoking materials;
- d. 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;
- e. Bringing service animals into the Library except those needed to assist a patron;
- f. Misusing the restrooms (i.e. using as a laundry or washing facility or graffiti);
- g. Unsupervised children through grade 4;
- h. Children up to age 5 must be in eye distance of parent or guardian;
- i. Talking loudly, making noise, or engaging in any type of conduct which reasonably can be expected to disturb and interfere with the use of the Library by other persons;
- j. Talking on cell phones in areas other than the designated cell phone use areas; not having cell phones set to silent or vibrate only;
- k. Interfering with another person's use of the Library or with Library personnel's performance of their duties;
- l. Damaging Library property;
- m. Stealing Library material;
- n. Threatening to harm, or physically harming staff or patrons, or verbally abusing staff or users;
- n. Using obscene or abusive language or gestures;

- o. Distributing and/or posting of unauthorized materials. Material must be submitted for review and approval by the Library Director;
- p. Skating and related activities such as use of scooters, inline skates, skateboards etc. on any Library property, inside and outside the building;
- q. Solicitation of contributions or signatures without Director's permission;
- r. Selling merchandise or services without Director's permission;
- s. Conducting surveys without the permission of the Director;
- t. Using alcohol, narcotics, or hallucinogens on Library property or coming to the library intoxicated or displaying behavior leading to suspicion of intoxication;
- u. Requesting staff to protect or monitor children, adults needing care, or personal belongings;
- v. Filming or photographing users within the library without the permission of the Library Director and users;
- w. Engaging in sexual acts;
- x. Failing to wear proper attire, including shoes and shirts;
- y. Not maintaining an acceptable standard of personal hygiene, c.g. Infected clothing or personal effects or unpleasant body odor that may disrupt other users or employees of the library;
- z. Disregarding posted computer rules;
- aa. Sleeping;
- bb. Disregarding posted opening and closing times.

The Library reserves the right to:

- Inspect all Library materials, backpacks, oversized handbags, overcoats, luggage, shopping bags and packages;
- Report repeated disruptive behavior to parents, in the case of children, or to the Police;
- Require anyone who engages in disruptive behavior to leave the premises. Anyone asked to leave the library is not allowed to loiter in the vestibules, on the front stairs, rear courtyard, parking lot or lawn areas;
- Notify Police immediately of unlawful or threatening activities.

The Library Board reserves the right, on a case-by case basis at the discretion of the Library Director, to:

- Restrict Library privileges of disruptive individuals for a specified period of time;
- Ban disruptive individuals from Library premises for a specified period of time or permanently;
- Take further disciplinary action.

**ANY PATRON WHO'S PRIVILEGES HAVE BEEN DENIED MAY REQUEST IN WRITING TO HAVE THE DECISION REVIEWED BY THE BOARD OF TRUSTEES.**

Revised 11/8/18