

# Upper Saddle River Public Library

## Rules of Conduct and Patron Policy

Welcome to the Upper Saddle River Public Library! The Library's first priority is public service. Every day, hundreds of people visit the Upper Saddle River Public Library to read, select materials, use electronic resources, attend programs and request information from staff. The Library has the right to maintain its facility in a clean, pleasant and safe manner. Every Library user has the right to use the Library undisturbed and every Library employee has the right to work without undue interference. All Library users and employees should be free of any threat of harm, invasion of privacy, or gross indignity.

These Rules of Conduct and Patron Policy outline the acceptable and unacceptable behavior in the Library. Any patron not abiding by these or other rules may be required to leave the Library premises. The patron policy is posted around the building and reads as follows:

To allow all patrons of the Upper Saddle River Public Library to use its facilities to the fullest extent and so that Library users and staff have a clean, pleasant and safe environment, the Library Board of Trustees has adopted the following rules and regulations:

### **PATRONS SHALL:**

- **Be engaged in activities associated with the use of a public library while in the building or on Library premises.** Patrons not engaged in reading, studying, using Library materials or resources, attending meetings or Library programs shall be required to leave the premises.
- **Respect the rights of other patrons.** 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 playing audio equipment 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.

### **PATRONS SHALL NOT:**

- **Engage in behavior which can cause substantial interference with the use of the Library by other patrons or with Library employees' performance of their duties.**
- **Use loud, abusive, threatening or insulting language or other loud sources of noise** as such may disturb other Library users.
- **Solicit on Library property as set forth in the Upper Saddle River Library Solicitation Policy** as loitering in the Library building, entryway or on Library property creates a nuisance to those who are trying to enter or exit the building or to use Library resources.
- **Use any electronic devices in a manner which can be reasonably expected to disturb others.**
- **Use cell phones in the Library or allow cell phones to ring in the Library** as such may disturb other Library users. While inside the Library, all cell phones must be set to silent or vibrate mode.
- **Possess food or beverages, smoke, or use tobacco or tobacco products,** except when food or beverages are served by Library staff.
- **Deface or mar Library materials** including books, magazines, newspapers, recordings or other items of the Library collection, nor shall they deface, mar or in any way destroy or damage Library furnishings, walls, machines, or other Library property.
- **Conceal library materials on their persons or among their belongings** as provided in N.J.S.A. 2C:20-14. Library staff may inspect briefcases, handbags, and other packages to

assure compliance with Library policies. All Library materials shall be returned in accordance with the terms of the loan.

- **Engage in activities that may result in damage to Library property** including any attempt to alter software configurations or misuse of computer equipment.
- **Enter the building without proper attire, including shirt and shoes.** If a person's bodily hygiene is so offensive as to constitute a nuisance to others patrons, said person may be required to leave the building.
- **Use Library furniture, equipment, and materials for other than their intended functions** and no person shall climb on or place their feet or shoes on furniture, sit on arms of chairs, or lay down on furniture. Furniture shall not be moved without the express permission of Library staff.
- **Be under the influence of alcohol or drugs.**
- **Engage in any illegal activity in the Library building.**
- **Engage in sexual activity**, contact or assault or any act of lewdness or exposure prohibited by N.J.S.A. 2C:14 through 2C:14-8 and any other physical contact or sexual activity which is inappropriate in a public place;
- **Sleep or bathe** in the Library or on Library grounds, including the river.
- **Possess a weapon** unless authorized by law.
- **Use recreational or athletic equipment in the Library or on Library grounds**, including the parking lot and river. Roller-skates, rollerblades and skateboards may not be used in the building or on the premises.
- **Park motor vehicles, bicycles, scooters, or any other kind of transportation anywhere except in the designated areas outside the building.** The only modes of transportation allowed inside the building are individual devices needed by the physically handicapped, baby carriages or strollers.
- **Bring pets or animals into the Library** except those used in Library programming, service animals (as defined by ADA law) or animals used by law enforcement agencies.

Patrons are allowed only in those portions of the Library facilities that are open for public use. Patrons shall not enter areas of the building designated "staff only" except when accompanied or directed by a staff member.

Each patron shall be responsible for any fines, fees or other charges due in accordance with the Library's standard schedules. Failure to pay these fines will result in suspension of borrowing privileges.

Any materials removed from the Library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.

Any patron not abiding by these or other rules and regulations of the Library may be required to leave the Library premises or be asked to modify their behavior. Library employees may contact the Upper Saddle River Police. Individuals refusing to leave may be arrested for trespass.

Any patron who violates these rules and regulations may be denied the privilege of access to the Library by the Library's Board of Trustees, on the recommendation of the Library Director. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

Approved by Board of Trustees 6/17/2015