



**BERNARDS TOWNSHIP LIBRARY  
PATRON BEHAVIOR POLICY**

Bernards Township Library is responsible for maintaining a welcoming and shared community space, as well as a calm and orderly environment. Patrons are expected to respect the library, staff and other patrons, so that all people may enjoy the experience to the fullest extent possible. The Library Board of Trustees have adopted the following standard of behaviors to ensure a safe and usable facility for all library patrons.

Library patrons shall:

1. Be courteous and respectful to library staff and other patrons.
2. Only engage in activities associated with the use of a public library.
3. Uphold the children's room of the library for the exclusive use of parents, caregivers, and the children in their care, or adults using resources that are only available in that area.
4. Be aware that the extended use of the teen space and teen space computers is for the exclusive use of teens, ages 12-18 (grades 7-12 or the home school equivalent). All other patrons are allowed to access the collection, but must keep their visit brief.
5. Wear appropriate clothing in the library. Patrons shall maintain a generally accepted standard of personal hygiene.
6. Use library computers and the Internet ethically and responsibly. Please see Internet Use Policy.

Unacceptable behavior includes actions in the library or on library premises that interfere with the use of the library by other patrons, create a risk of injury to other patrons or library staff, inhibit the work of library staff, disrupt the peaceful enjoyment of the library, or create a risk of damage to library, patron or staff property. Unacceptable behavior includes, but is not limited to:

- a. Engaging in any activity in violation of federal, state, local or other applicable law or library policy.
- b. Behavior disruptive to the legitimate use of the library. This includes disorderly conduct, noise or activity, whether intentional or inadvertent, that interferes with the rights of others; physical abuse; abusive or threatening language; and misuse of library equipment or furnishings.
- c. Any behavior that harasses, annoys or that could reasonably be expected to disturb others.
- d. Using audio devices without headphones or with headphones set at a volume that is audible to others.
- e. Entering staff-only areas.
- f. Interfering with library staff in the performance of their work (e.g. monopolizing).
- g. Using cell phones and other communication devices outside of the approved areas or in a manner that disturbs others.
- h. Any behavior that presents an eminent danger to the life or safety of others, including intentional non-emergency activation of alarmed exits or fire alarms.
- i. Carrying a weapon into the library or onto library grounds, unless authorized by law to do so.
- j. Soliciting, gambling, panhandling, distributing printed materials, signing petitions, or conducting surveys unless authorized by the library.
- k. Leaving children ten and under, or adults who are in need of supervision, unattended. Please see Unattended Child Policy.
- l. Littering.
- m. Smoking or vaping tobacco or other substances.



- n. Bringing animals into the library, except for service animals or as authorized by the Library Director.
- o. Consuming food anywhere in the library other than in the downstairs hallway.
- p. Consuming any beverage other than in a lidded container.
- q. Using the library restrooms for anything other than ordinary and usual use. Bathing, shaving or any use that is sexual in nature is specifically prohibited.
- r. Photographing library patrons or staff without permission.
- s. Defacing or damaging library materials.
- t. Exhibiting any threatening or intimidating behaviors (e.g. abusive language, staring, and harassment).
- u. Refusing to leave the library at closing time.
- v. Possessing, distributing, or using alcohol.
- w. Possessing, distributing or using controlled substances.

There may be times of contagious disease outbreak, epidemic or pandemic when the Library Board will require that patrons observe the following requirements:

- A protective face covering of the nose and mouth while inside the library building.
- Six feet of physical or social distancing.
- Any and all measures required by local, county and/or state health departments and applicable governmental statute or regulation.

### **Sanctions for Policy Violations**

Patrons who do not follow this Policy shall be subject to the following sanctions:

1. The patron will be asked to refrain from the offending activity. If the patron persists in the offending activity, or if the activity involves any illegal activity, threatening patrons or staff or intoxication the patron will be asked to leave the library for the day.
2. If a patron continues to violate these rules and regulations or if the offending activity includes any illegal activity, threatening patrons or staff or intoxication, the patron's Library privileges will be suspended by the Library Director or her designee. Further, the patron's Library privileges may be revoked by the Library Board of Trustees upon notice and an opportunity to be heard by the patron.
3. A patron who has had his Library privileges suspended or revoked may appeal to the Library Director requesting that the privileges be reinstated.
4. If a patron's privileges are suspended, the patron may not enter the library during the term of the suspension. If the suspended patron does enter the library, they will be asked to leave and escorted out of the building.

In addition, law enforcement may also be notified in situations that merit it.

Adopted 11/94

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