

KINNELON PUBLIC LIBRARY PATRON CODE OF CONDUCT POLICY

Patrons are welcome to the Library to engage in the types of activities associated with the use of a public library while on Library premises, or while using Library services. Such activities include reading, studying, learning, accessing information from physical and electronic sources, and attending Library sponsored programs and other approved meetings and activities. While in the Library and/or while using any Library services, all patrons and visitors shall not interfere with any other person's use of the Library or with any Library staff member's performance of their duties.

I. Prohibited Conduct

The following is an non-exhaustive list of activities which patrons and other visitors to, and users of, the Library are prohibited from doing in the Library, anywhere on Library property, or while participating in any Library programs and while using any Library services:

1. Creating or causing unreasonable noise levels, including loud talking, disruptive conversations, singing, yelling, excessive cell phone noise and use of audio equipment without earbuds or headphones or at a volume that it can be heard by others, and which a reasonable person would consider to be creating a disturbance.
2. Surveying, interviewing, or soliciting or filming, photographing, or otherwise recording Library patrons, visitors, or staff without the Library Director's express prior written approval, and with the full consent of the individual(s) being filmed, photographed, surveyed, interviewed, solicited or otherwise recorded.
3. Defacing, misusing, vandalizing, or theft of, or attempting any of these actions with regard to Library property or property belonging to any Library staff member or any patron or visitor to the Library. 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.
4. Pushing, shoving, running, horseplay, skating, rollerblading, skateboarding, or throwing any object(s) and other forms of active conduct, which is inconsistent with the intended atmosphere of the Library, as determined by the Library and its staff in their sole discretion.
5. Smoking, vaping or the use of chewing tobacco or cannabis products.

6. Selling, distributing, consuming, or being under the influence of alcoholic beverages or any controlled substance, as defined by N.J.S.A. 24:21-2.
7. Carrying any type of weapon into the Library unless authorized by law.
8. Bringing animals inside the building except service animals (dogs) specifically trained to work or perform tasks for the benefit of the individual with a disability with whom the animal entered the Library, and animals involved in Library programming.
9. Using rest rooms to launder clothing or other materials, for bathing, gathering, loitering, or for any purpose other than their intended purposes.
10. Cutting, tearing, defacing, disfiguring, vandalizing, damaging or destroying any Library materials or other property borrowed from, owned by, or in the custody of, the Library, or owned by or in the custody of any Library patron, visitor or staff member.
11. Eating or drinking, except in designated areas. It is expected that patrons and visitors will dispose of litter and debris in trash containers and leave table tops and chairs and the surrounding area clean.
12. Bringing any incendiary materials to the Library, except if expressly approved in advance by the Library Director as part of a Library program.
13. Leaving bags of any type unattended for more than brief moments.
14. Using obscene, discriminatory or demographically offensive language, or engaging in obscene or offensive conduct, including inappropriate displays of affection, in violation of the Library's policy on Non-harassment, and or as determined by the Library staff at their discretion.
15. Using abusive or threatening language towards another person(s); threatening to harm, or physically or emotionally harming, any Library staff member, patron or guest in violation of the Library's policy against Bullying, Harassment and Lewd Behavior.
16. Sleeping in the Library.
17. Possessing or emitting strong, pervasive odors, including body odors, cologne, or perfume, which constitute a nuisance to other persons or which interferes with others' reasonable use and enjoyment of the Library.

18. Entering non-public/staff only areas of the Library without permission from a staff member.
19. Distributing or posting unapproved or inappropriate material or soliciting, peddling, hawking, selling or offering for sale anywhere in the Library or on Library property, including but not limited to any services, goods, ware, materials or merchandise for profit, which are commercial in nature, or supportive of a candidate's/candidates' political election campaign(s), or lewd, vulgar, pornographic, obscene, discriminatory (based on Protected Status), or otherwise violate municipal, state and/or federal law, and are not considered protected expression under state and/or federal law. Persons may submit a written request to the Library Director to distribute or post materials, which might otherwise violate this rule, and the Director may grant or deny such request in his/her sole discretion. See also the Library's policy on Posting in the Library.
20. Damaging, borrowing without proper authorization, or stealing Library materials, property and/or resources or the property of any other person.
21. Failing to comply with Library staff instructions regarding any Library policies or procedures.
22. Registering or furnishing a false name or address to obtain a Library card or using, without the named card holder's permission, any Library card other than the one issued to said person, for the purpose of borrowing materials from the Library.

II. Enforcement

Library staff will enforce the above rules initially by asking any individual(s) who violated or is violating this Code of Conduct to cease the improper behavior and comply with the Code. If a violator(s) do(es) not correct their behavior, they will be asked to leave the premises. If a Library staff member asks or directs a Code violator to leave the premises and the person(s) refuse(s) to leave, staff may call the Kinnelon Police to request assistance.

Any patron who violates the Library Code of Conduct, or other Library rules and regulations may be subject to suspension, limitation or loss of Library privileges, and other appropriate action, which the Director may implement immediately or following an investigation. Persons who violate the law also may be subject to arrest and criminal prosecution by law enforcement officials. Failing or refusing to leave the Library when

requested or directed to do so by a Library staff member may result in arrest and prosecution for trespassing.

Library personnel shall prepare written documentation of all violations of the Code of Conduct detailing the person cited for the violation and the date, time and nature of the violation, and forward such documentation to the Library Director to maintain on file.

III. Appeal Process

Long term loss (suspension or revocation) of Library privileges shall be determined by the Library Director in her/his discretion, and communicated to the offending individual through written notice, to be delivered in person within the Library, and/or sent by first class certified mail to the individual's last known address.

Patrons who wish to appeal a suspension or permanent loss of privileges may submit a written letter of appeal to the Library Director within ten (10) calendar days following the date of the Director's written notice. The Director shall promptly forward any written appeals to the President of the Library Board of Trustees. The President will then appoint a committee of the Board to evaluate the events leading to the disciplinary action, and make a recommendation about whether to uphold, modify or overturn the penalty imposed, to the full Board for consideration at the next regularly scheduled meeting of the Board of Trustees, which is held not less than twenty (20) days after the Committee is appointed. The Committee will consider the specific details, circumstances, and impact of the violation, any prior history of the violator, and any other information the Committee deems worthy of its consideration. The Committee may, but is not required, to interview or ask specific questions of the Director and/or the patron who appealed. The Committee also may consult with the Library's attorney, as it deems appropriate in any particular circumstance. The decision of the Board is final. Any act constituting a violation of the law will be referred to law enforcement and may result in arrest and prosecution by law enforcement officials.

KPL Board of Trustees approved November 15, 2023