

# Rules of Conduct

**The Ridgewood Library is dedicated to providing a safe, pleasant environment where the entire community is welcome to enjoy reading, learning and other Library activities. See also Child Safety Policy. The following standards of behavior have been established in cooperation with the Ridgewood Police Department, and apply to all Library visitors.**

## **Please be aware:**

- Staff cannot protect, monitor or transport minor children or any adults needing care or supervision. See also Child Safety Policy.
- Children age 10 and younger cannot visit unattended. A parent/caregiver must remain within the Library while the child is here.
- Children age 8 or younger must remain within eyesight of a parent/caregiver at all times in the Library.
- Adults visiting the Children's Center must be actively caring for a child or using Children's Center resources for the education of children. Adults without a related reason to use the Children's Center will be asked to move to another area of the Library.
- Personal Items: All items brought into the Library are subject to inspection. The Library is not responsible for lost or stolen property. Patrons must keep personal belongings to themselves. Items left unattended are subject to removal and discard.
- Private business meetings and transactions are permitted only in designated areas of the Library. See Private Business Policy.
- Proper attire including shoes and shirts is required. No cleats permitted.
- Body odor must not be so offensive that it disturbs others.
- Food in the Library is permitted in Main Lobby Café only.
- Beverages in lidded containers are permitted, except in Technology Center and Local History Center.
- Animals are not permitted except service animals or animals featured in a Library program.
- Non-public areas can be entered by the general public only with staff permission.
- Patrons may not film, photograph or interview visitors or staff in the Library without the Library Director's written approval.
- Bicycles should be parked only on designated bicycle rack. Skateboards, rollerblades or the like are not allowed.

## **To preserve safe and proper functioning of the Library, please do not:**

- Engage in disruptive conduct including loud talking, rude language, making noise, running, pushing, and fighting.
- Please respect designated quiet areas (Ridgewood Room, Silent Study Room, Study Tables).
- Interfere with anyone's use of the Library building, materials or services or with the Library personnel's performance of their duties.
- Use computers or other media to display graphics or materials that are explicitly violent, obscene, pornographic, or harmful to minors. See Internet & Computer Use Policy.
- Use electronic devices in a manner that disturbs others. Do not play audio equipment so that others can hear it. Talking on cell phones is permitted, provided such use does not disturb others. Do turn off ringers when entering the Library.
- Sleep or lie down on the floor or furniture.
- Misuse the restrooms, e.g. as a laundry or bathing facility.
- Move or misuse furniture, e.g. sitting on work surfaces or putting feet on chairs. Open/close windows (performed by staff only).

**Any conduct violating federal, state or local statutes/ordinances, or that creates a safety threat, could have legal repercussions. Such conduct includes but is not limited to the following prohibited activities. Do not:**

- Harass or threaten Library users or staff, verbally, physically or sexually.
- 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 or any other physical contact or sexual activity which is inappropriate in a public place.
- Carry a weapon into the Library, unless authorized by law.
- Use computers or other media to display child pornography. See Internet & Computer Use Policy.
- Steal, damage or mark Library materials, premises or equipment.
- Possess, use or be under the influence of alcohol or illegal drugs.
- Smoke or use matches or lighters within fifty (50) feet of the Library Building.

- Use fire exits, except in emergency.

Library patrons violating any of these rules are subject to immediate loss of library privileges and/or legal proceedings, which may include police intervention and arrest. Longer term loss (suspension or revocation) of privileges shall be determined by the Library Director through a written notice, to be delivered in person within the Library and/or sent by certified mail to the patron's last recorded address. Patrons who wish to appeal their loss of privileges may submit a written letter of appeal to the Library Director within ten (10) days of issuance of the Director's notice. Written appeals shall be forwarded to the President of the Ridgewood Library Board of Trustees, who will convene a committee and make a determination within thirty (30) days. The decision of the President's Committee is final.

Approved by the Library Board of Trustees, February 25, 2014