

RULES OF CONDUCT FOR THE WEST MILFORD TOWNSHIP LIBRARY

So that the West Milford Township Library may provide an atmosphere conducive to the appropriate use of its services and facilities, the Board of Trustees of the West Milford Township Library has adopted the following Rules of Conduct:

1. Patrons shall be engaged in activities associated with the use of a public library while in the Library.
2. Patrons shall not smoke or use tobacco or tobacco products in the Library.
3. Patrons shall not use or be under the influence of alcohol or controlled dangerous substances.
4. Patrons shall respect the right of patrons and library staff. Patrons shall not harass or annoy others through noisy or boisterous activities, by playing audio/audio visual equipment so that others can hear it, by singing or talking loudly to others or in monologues or by behaving in a manner which reasonably can be expected to disturb or interfere with the use of the Library by other persons.
5. Patrons shall set cell phones, pagers, and other electronic devices to silent or vibrate mode upon entering the Library and hold conversations using electronic devices outside of the building. Place keypad in silent mode when texting. Cell phones without a vibrate mode must be turned off.
6. Patrons shall not interfere with the use of the Library by other patrons, or interfere with Library employees' performance of their duties.
7. All circulating materials must be charged out in accordance with established procedures before they are removed from Library premises. Reference materials, special collections and newspapers may not be removed from the Library.
8. Patrons shall not deface or mar books, magazines, newspapers, recordings or other items in the library collection; if damages occur to materials checked out appropriate fines will be applied to patron's library account. Nor shall they deface, mar or in any way destroy or damage Library furnishings, walls, machines or other Library property.
9. Patrons shall not be permitted to enter the building without a shirt or other covering of their bodies or without shoes or other footwear. Patrons whose bodily hygiene is offensive, so as to constitute a nuisance to other patrons or staff of the Library, shall be required to leave the building
10. Patrons shall not be permitted to misuse the restrooms.
11. Electrical outlets provided in Library public service spaces, may only be used for laptop computers and other mobile devices. Powering of laptops takes precedence over charging of cell phones. Electrical cords attached to approved devices may not be draped across aisles, or arranged in any fashion that constitutes a safety hazard. Library patrons may not unplug Library equipment in order to access an outlet for personal use. Library staff is not responsible for equipment left unattended.
12. Patrons shall not bring pets or animals into the Library other than service dogs, or animals approved by Library Staff for programmatic purposes.
13. No one shall sell or distribute any item on Library premises. Solicitation of contributions or signatures for the conduction of surveys is prohibited within the library.
14. Photography on library premises without the permission of the Library Administration and all those photographed shall not be allowed.
15. Patrons shall comply with guardian guidelines (see separate policy).
16. All brief cases, handbags, notebooks, carry alls, overcoats, luggage, packages and bags are subject to inspection by the Library's personnel.

Individuals not complying with any of these rules may be asked to leave by the staff member in-charge. They may also have their library privileges revoked or suspended by the Library Director and/or be subject to legal proceedings. The above also applies to any illegal actions made by patrons within the library premises. A written appeal of such revocation or suspension can be submitted to the Director. The appeal will be reviewed and decided by the Library Board of Trustees and their recommendation will be forwarded to the individual.

Adopted by the Board of Trustees {1/12/10}
Amended {6/12/18}

