

Montclair Public Library

CUS-2 Code of Conduct & Appeals Policy

By using the Montclair Public Library, you agree to these rules. Let's work together to keep the library safe, welcoming, and enjoyable for all!

We want everyone to have a safe and enjoyable experience at Montclair Public Library. No one may disrupt or interfere with others' use or enjoyment of the library, including its facilities, services, and programs, or inhibit or interfere with the work of library staff, or create risk of harm to themselves or others or of damage to Library, patron, or staff property.

Acceptable conduct within the Library includes activities such as reading, studying, properly using Library materials, attending and participating in Library programs, activities, and services, all in a manner that is consistent with the conduct and behavior normally deemed acceptable within a public library. The following are examples of specific behaviors that are prohibited in the Montclair Public Library or at any Library program, but are not intended to be a complete list:

Prohibited Conduct

⚠️ A. Violence, Threats & Illegal Acts ⚠️

1. Committing or attempting to commit any act that violates federal, state, or local laws.
2. Causing or threatening harm to an individual(s), group(s), or property.
3. Engaging in lewd or sexual behavior, including unwanted touching or exposure.
4. Carrying a weapon in the Library, except as permitted by law.
5. Activating a false fire alarm or making a bomb threat.
6. Returning to the Library during a period when privileges are suspended, or refusing to leave when requested or directed by Library staff, or remaining in the building after closing unless authorized.

🍷 B. Substance Use & Intoxication 🍷

7. Using, selling, distributing, or possessing alcohol (including wine and beer), narcotics, or controlled substances. Alcohol use may be permitted only if it is part of a Library-sponsored program with a staff member present or an event held by an outside organization, provided that for either circumstance, Library Administration gave prior written approval to allow alcohol.
8. Smoking, vaping, or using tobacco or marijuana inside or within 50 feet of the Library.

😡 C. Harassment & Disruptive Behavior 😡

9. Using abusive, obscene, threatening, or harassing language or behavior.
10. Creating unreasonable noise, yelling, or having disruptive conversations including using personal electronic devices without headphones or at a volume audible to others.
11. Refusing to comply with staff instructions.
12. Disrupting Library programs or events.
13. Continuing to photograph or record other patrons after being asked to stop.
14. Entering or occupying the Library without being fully clothed.

🚽 D. Inappropriate Use of Space & Facilities 🚽

15. Sleeping in the library or on library grounds.
16. Loitering without engaging in Library activities.
17. Bathing, shaving, washing or changing clothes in restrooms, or taking Library materials into restrooms.

Montclair Public Library

CUS-2 Code of Conduct & Appeals Policy

18. Offensive body odor or poor hygiene that disturbs others and interferes with their quiet enjoyment of the Library.
19. Eating outside of designated areas; covered drinks are permitted.
20. Running, rollerblading, skateboarding, scootering, or using wheeled footwear indoors, or operating bicycles, scooters, or skateboards on Library grounds.
21. Bringing any animal into the Library, other than service animals, generally a dog, specifically trained to assist the individual with a disability, or those part of a Library-approved program. Emotional support animals are not service animals.

E. Misuse of Property & Equipment

22. Engaging in theft, vandalism, damaging, destroying, defacing, or stealing property, equipment or materials belonging to the Library, staff, patrons or visitors.
23. Rearranging furniture or blocking walkways, aisles, or doorways.
24. Charging devices in non-designated areas or creating hazards with cords.
25. Entering staff-only areas without permission.
26. Using Library telephones without staff approval.
27. Circumventing computer security or tampering with the Library's computer network or otherwise violating the Library's Computer Use Policy.

F. Soliciting & Commercial Activity

28. Petitioning, soliciting, or distributing materials without prior approval from Library Administration.
29. Selling goods or services on Library property without prior authorization.
30. Conducting a private business or holding meetings or events on Library property without prior approval from Library Administration or in violation of meeting-room reservation procedures.

G. Children & Dependent Individuals

31. Leaving children under 11 or dependent individuals unattended in the Library or on Library property.
32. Adults in the children's area not accompanying a child or without valid reason.

H. Bags & Personal Items

33. Leaving bags or belongings unattended.
34. Blocking exits or walkways with personal items.
35. Bringing in items the Library considers hazardous or disruptive.

The library is not responsible for lost, stolen, or damaged personal items!

Enforcement & Penalties

The library enforces this policy to maintain a safe and welcoming environment. Penalties depend on the severity of the violation and past behavior.

Penalties for Violations:

- **First Offense:** Verbal warning or removal for the day.
- **Second Offense:** Suspension of privileges* for up to one month.
- **Third Offense:** Suspension of privileges* for up to six months.
- **Severe Violations (e.g., violence, threats, sexual misconduct, theft, drug-related offenses):**
Immediate removal and suspension of privileges* for a duration determined at the library's discretion.

*Privileges are defined as physical access to the Library, and the ability to use Library services, either in person, remotely, or both.

Repeat Offenses & Extended Bans:

- Patrons who repeatedly violate policies may receive longer suspensions.
- Offenders do not need to violate the same rule for stricter penalties to be implemented.
- The Library reserves the right to issue indefinite suspensions at its discretion, including in cases where a patron poses a continuing risk, engages in repeated disruptive behavior, or creates an ongoing burden or disturbance to library staff or services.

Immediate Removal

Patrons will be immediately removed for serious violations, including but not limited to:

- Threatening harm to individuals, groups, or property
- Sexual behavior, including unwanted touching or exposure
- Being under the influence of, or engaging in the sale, possession, or distribution of, alcohol or drugs
- Engaging in violence, harassment, or threats
- Theft, vandalism, or destruction of property
- Disruptive behavior
- Sounding false fire alarms or making bomb threats
- Any other reason as determined by the Library, in its discretion

Law enforcement will be contacted immediately for violent acts, threats, illegal activity, refusal to leave when requested or directed by staff, or any immediate safety risk. Any library employee may initiate the 911 call.

Appeals Process for Disciplinary Action

Any patron whose Library privileges are suspended shall have the right to appeal.

Review Process

1. Patrons may appeal a suspension or ban by submitting a written request within 10 business days of being notified. The Library Director or Assistant Director will review the appeal and respond in writing within 10 days of receipt of the appeal.
2. If the patron disagrees with the outcome of the Director's response, they may submit a second written appeal within 10 business days to the President of the Library Board of Trustees, care of the Library Director.
3. The Board shall appoint a committee of up to 3 trustees. The committee may review documents and may meet with the patron, at its discretion. If a meeting is scheduled, the patron must attend or the appeal may be denied at the library's discretion. Minors must bring a parent or guardian.
4. The committee will make a recommendation to the full Board, which will vote on the matter at the next regular meeting (at least 5 business days after receiving the recommendation). The final decision will be sent to the patron in writing within 10 business days of the Board's decision.
5. The Board's decision is final.

Important Note

- Filing an appeal **does not delay a suspension**, unless the Library Director determines it is in the best interest of the Library and the patron to delay enforcement.