

Code of Conduct Policy

Policy Statement

The Library' purpose is to serve as a place for reviewing and selecting materials, reading, research, study, writing, cultural and intellectual collaboration, community engagement, and attending Library or community sponsored programs and meetings. In meeting this purpose and for the mutual enjoyment of everyone, the Montclair Public Library has established basic rights and rules to ensure a comfortable and safe environment at our library. This Code of Conduct is intended to prevent disruptions to Library services, ensure the safety of the public and Library staff, and maintain the security of Library property.

Regulations

First, we pledge to uphold the following rights for our patrons:

- Prompt, friendly, courteous, and respectful service at all times
- Equitable service regardless of age, sex, gender, gender identity or expression, ethnicity, national origin, ancestry, nationality, religion, creed, race, color, sexual orientation, appearance, disability or any other protected group status
- Accurate, timely, and useful information
- Clearly identified library procedures and services
- Professional direction and guidance by trained and knowledgeable staff
- Opportunity to submit suggestions, comments, and concerns about all materials
- Confidentiality and privacy to the extent reasonably possible and in accordance with applicable law

Second, we prohibit any behavior that:

- Interferes with the use of the library by others
- Creates a risk of injury to oneself or others
- Inhibits the work of library staff
- Disrupts the peaceful enjoyment of the library
- Creates a risk of damage to library, personal or staff property and/or library grounds

A list of specific unacceptable behaviors will be posted at the Service Desks.

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This Code of Conduct must be observed by everyone in the library, on library grounds, or participating in a Library program offsite. Violation of the Code of Conduct may result in suspension or revocation of Library privileges, exclusion from the Library, and/or criminal prosecution.

Enforcement

Anyone unable or unwilling to conduct themselves in accordance with the Code of Conduct will be notified by staff that their behavior is unacceptable. If a patron does not correct his/her conduct, the patron will be asked to leave. If the patron will not leave, Library staff will call the Montclair Police. In any extreme or threatening situation, the Police will be called immediately.

Anyone whose privileges have been suspended or revoked, or who experienced other corrective action by a member of the Library staff, may submit a written request to have the decision reviewed in accordance with the *Appeals Process for Disciplinary Action Policy* [CUS-3].

Unacceptable Behaviors

Any conduct that materially disrupts the use of the Library facilities, collections, or services is defined as unacceptable and is prohibited. Patrons are urged to report disruptive behaviors immediately to staff so appropriate steps can be taken.

Examples of disruptive or unacceptable behavior while in the Library, on Library grounds, or while participating in a Library program are grouped into the following categories and include, but are not limited to:

Category A

- Using Library telephones without prior approval by Library staff
- Using cell phones in areas other than in designated areas or in a manner that disrupts others
- Eating and drinking in areas other than in designated areas
- Entering “Staff Only” areas of the Library without prior permission
- Bringing animals, except for service animals, into the Library
- Smoking or holding lighted tobacco or e-cigarette devices in the Library or within 50 feet of Library grounds (see Montclair Township Code §204-9)
- Failing to observe time limits and use guidelines for use of equipment, computers, and study/meeting rooms

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- Monopolizing Library spaces, seating, tables, or equipment to the exclusion of other patrons or staff, or obstructing aisles or doorways with personal belongings
- Leaving unattended children or adults who need supervision or active assistance

Category B

- Shouting, loud talking, singing, or disruptive conversations (see Montclair Township Code §127-2), including causing a disturbance during Library programs, or behaving in a manner reasonably expected to disturb other persons.
- Dressing inappropriately (e.g., shoes, shirts and, pants, shorts, skirts or dresses must be worn at all times)
- Bathing or changing clothes in any Library bathroom
- Photographing, filming, or video recording within the Library unless authorized by the Library Administration
- Using sports equipment in the Library and on Library grounds when such use constitutes a danger to the public or Library staff
- Sleeping that interferes with other persons' use and enjoyment of the Library or of Library facilities or programs
- Exhibiting offensive bodily hygiene or attire that is offensive so as to constitute a nuisance to other persons
- Loitering in or on Library grounds
- Rearranging or relocating any Library furniture or equipment without prior approval from a Library staff member
- Engaging in any other activity that disturbs normal activities and/or the environment for other users and Library staff.

Category C

- Violating any federal, state, or local law, ordinance, or regulation
- Employing sexually explicit, obscene, threatening, abusive or harassing language, behavior or unwanted physical contact (see Montclair Township Code §127-1)

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- Mutilating, damaging, defacing or stealing Library property or materials, or personal property and materials (see NJSA §2C:20-14 and Montclair Township Code §204-2)
- Using alcohol, narcotics, or other controlled substances (see Montclair Township Code §127-6)
- Displaying or distributing obscene or sexually explicit material
- Blocking or in any way deliberately interfering with the free movement of any persons, staring at or following around another person with the intent to annoy
- Carrying unauthorized weapons of any sort (see Montclair Township Code §144-1)
- Sexual conduct (see Montclair Township Code §127-1).
- Sounding the fire alarm without cause (see Montclair Township Code §153-13)
- Refusing to leave the building upon request from staff (see NJRS § 2C:18-3)
- Petitioning, soliciting, distributing, or selling merchandise without the express prior approval of Library staff
- Engaging in any other activity that disturbs normal activities and/or the environment for other users and Library staff.

Other Issues

- All books, bags and papers must be made available for inspection by Library staff on request. Persons suspected of theft of library materials may be detained until law enforcement arrives (see NJSA§ 2C:20-12)
- The Library cannot be held responsible for personal items lost or stolen in the Library or on Library grounds.

Approved: November 28, 2017; Amended: February 26, 2018
Montclair Public Library Board of Trustees