



Wood-Ridge Memorial Library

231 Hackensack Street • Wood-Ridge, NJ 07075 • 201-438-2455
WoodRidgeMemorialLibrary.org

CODE OF CONDUCT

Our Vision

The Wood-Ridge Memorial Library will be the center of learning and discovery for everyone in our community.

Our Mission

The Wood-Ridge Memorial Library informs, enriches, connects and inspires our community.

It is the objective of the Wood-Ridge Memorial Library (the "Library") that all patrons enjoy a safe environment that is conducive to the library's mission of being a center of learning and discovery. Activities and/or behaviors that prevent patrons from quietly enjoying the Library or prevent Library staff from performing their duties violate the Library's Code of Conduct. Violation of the Wood-Ridge Memorial Library Code of Conduct and/or any other Library policies/rules may result in a loss or limitation of library privileges.

The following standards of behavior have been established by the Library Board of Trustees and apply to all Library visitors. The Code of Conduct applies to conduct on the Library premises, including the building, porch area, stairs, and front, side, and rear lawns.

Conduct prohibited by this policy includes but is not limited to the following:

1. No person shall destroy, injure, deface, or steal any Library property.
2. All Library material or equipment being removed from the premises must be properly checked out. No person shall purposely conceal Library materials on their persons or among their belongings. Library staff may inspect briefcases, handbags, and other packages to assure compliance with Library policies (N.J.S.A. 2C:20-14). All Library material shall be returned in accordance with the terms of the loan.
3. While on the premises of the Library no person will conduct himself or herself in a violent or disorderly manner including, but not limited to:
 - inhibiting the orderly use of the Library, materials or services by patrons;

- interfering with Library employees' performance of their duties;
 - use of abusive, coarse, or offensive language;
 - engaging in unruly or disruptive conversation or conduct;
 - engaging in harassing, disruptive or violent conduct or threatening others;
 - any form of harassment or discrimination toward Library employees, visitors or other members of the public;
 - sleeping;
 - unauthorized or illegal possession, use or sale of alcohol or controlled substances on Library premises;
 - entering the Library under the influence of alcohol or other intoxicating substances;
 - engaging 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 and any other physical contact or sexual activity which is inappropriate in a public place;
 - unauthorized possession, use or sale of weapons, firearms or explosives or other illegal activity on Library premises;
 - using any communication or entertainment devices at a volume that disturbs others, with or without headphones. While inside the Library, mobile devices must be set to silent or vibrate mode. Calls must be taken in the vestibule or outside the building.
 - Improperly using Library restrooms, including, but not limited to bathing, shaving, washing hair, or laundering or changing clothes;
 - taking library materials into restrooms;
 - taking surveys, soliciting signatures for petitions, distributing printed materials without authorization by the Library Director;
 - filming, photographing, audio recording, or interviewing patrons within the Library, or during Library programs, unless approved by the Library Director
 - violating the Library's Internet Policy, a copy of which is posted at the Circulation Desk;
 - disobeying the reasonable direction of a Library staff member or security officer;
 - entering non-public areas without permission;
 - using fire exits, except in case of emergency.
4. Loud talking and/or other sources of loud noise are not permitted.
 5. Library furniture, equipment and materials may be used only for their intended functions. No person shall climb on or place their feet or shoes on furniture, sit on arms of chairs, or lay down on furniture. Furniture shall not be moved without the express permission of Library staff.
 6. Placing personal belongings or other objects in, on, or against buildings, furniture, equipment, or fixtures anywhere in or on the premises in such a

manner that it interferes with Library staff or patron use of the Library facility, or interferes with free passage is prohibited. Personal belongings are not to be left unattended. Patrons leaving the library building are expected to bring all of their personal belongings with them.

7. Libraries are public spaces and cannot serve in loco parentis (in place of parents). Caregivers and attendants are to remain available for the personal and/or special needs of those entrusted to their care. No person shall leave children under the age of 10 unattended on Library premises. (See **Unattended Child Policy.**)
8. No person shall smoke or vape, carry or possess any lighted tobacco, or use any tobacco product, including "electronic cigarettes," in the Library building.
9. Non-alcoholic beverages are permitted if they are in a secure container. Food is strictly prohibited.
10. No person shall bring pets or animals into the Library building except those used in Library programming, service animals (as defined by the Americans with Disabilities Act) or animals used by law enforcement agencies. Leaving an animal tethered and unattended on Library premises is prohibited.
11. No person shall enter the Library building without wearing proper attire, including shirt and shoes.
12. If a person's bodily hygiene is so offensive as to constitute a nuisance to others, he or she may be asked to leave the building.
13. All motor vehicles, bicycles and scooters shall be parked outside the building . Roller skates, rollerblades, skateboards, hover boards and the like may not be used in the building. The only modes of transportation allowed inside the building are baby carriages/strollers and mobility aids and/or devices used by persons with disabilities.
14. Loitering in the Library building, on Library steps, or entryway property thereby creating a nuisance to those who are trying to enter or exit the building or to use Library resources is prohibited.
15. Patrons shall be engaged in activities associated with the use of a public library while in the building.
16. Library staff telephones are not available for use by the public. With staff permission, an exception will be made for minors who need to call their parents for rides home or other necessary purposes.

17. The use of athletic equipment is not permitted in the Library or on Library grounds.

Individuals violating any of these rules will be asked to leave the Library premises by the staff member in charge. Library employees will contact the police if deemed advisable.

Serious and ongoing violations of Library policies may result in further action, including but not limited to suspension of Library privileges and legal measures. Such action will be taken as deemed appropriate by the Wood-Ridge Memorial Library Director on behalf of the Board of Trustees. A written appeal of such revocation or suspension can be submitted to the Library Board of Trustees within ten days of the date of the revocation or suspension. The appeal will be reviewed and a decision will be made by the Library Board of Trustees and its decision will be final.

*Adopted at a public meeting of the Wood-Ridge Memorial Library Board of Trustees
January 13, 2020.*