



# Wood-Ridge Memorial Library

231 Hackensack Street • Wood-Ridge, NJ 07075 • 201-438-2455  
[WoodRidgeMemorialLibrary.org](http://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 Library’s Code of Conduct and/or any other Library policies or rules may result in a loss of 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 **any** Library premises- including the building, porch area, stairs, front, side and rear lawns.

### **Conduct prohibited by the 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 person or among their belongings. Library staff may inspect briefcases, handbags, and other packages to assure compliance with Library policies (NJSA 2C:20-14). All Library materials shall be returned in accordance with the Borrowing Policy.
3. While on the premises of the Library, no person will conduct themselves in a violent or disorderly manner. This includes, but is 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 intoxicants;
  - Engaging in sexual activity, contact, or assault, or any act of lewdness or exposure prohibited by NJSA 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 any 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 of the building.
  - Improperly using Library restrooms, including but not limited to bathing, shaving, washing hair, 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 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 the case of an emergency.
4. Loud noises, including loud talking, are not permitted.
  5. Library furniture, equipment, and materials may be used only for their intended purpose. 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 free passage, or the use of the Library by patrons and staff. Patrons leaving the building are expected to bring all of their 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 twelve unattended on the Library premises.
  8. No person shall smoke, 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 use in Library programming, service animals (as defined by the Americans with Disabilities Act), or animals used by law enforcement agencies. Leaving an animal unattended and tethered on the Library premises is prohibited.
11. No person shall enter the Library building without wearing proper attire, including shirts 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, hoverboards and the like may not be used in the building. The only modes of transportation allowed inside the building are baby strollers, and mobility aids/devices used by persons with disabilities.
14. Loitering in the Library building, on Library steps, or in the entryway of the property, thereby creating a nuisance to those who are trying to enter or exit the building 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 it is 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 final decision will be made by the Library Board of Trustees.

*Adopted at a public meeting of the Wood-Ridge Memorial Library Board of Trustees, 1/13/2020.*