

POLICY ON ACCEPTABLE LIBRARY CONDUCT

The Monroe Township Library staff strives to make the facility a warm and inviting place for all people by creating an environment conducive to each individual's satisfactory use of the building. Use of the Library is intended for reading, learning, research, studying, writing, accessing the internet and participating in programs. It is the intent that all library users should be able to use the facility to its maximum extent possible during regularly scheduled hours.

This policy has been developed to minimize situations in which any library user interferes with the legitimate library business of other users and staff, to protect the safety of all library users and staff, and to protect library property. Library users shall be engaged in activities associated with the use of the public library while in the building.

Library users shall respect the rights of other users.

No public area of the library will be designated for meetings and no specific areas can be shut off from public access to conduct a meeting.

Use of the library by groups (four or more people) is only permitted in the meeting room, which must be reserved in advance per the Meeting Room Policy. The use of study rooms is limited to no more than 4 people, with the exception of the Fireplace Study Room, which is limited to no more than 8 persons.

Small study groups, class visits, and tours may be arranged through the library.

Examples of Unacceptable Library User conduct (this is not an all inclusive list but rather examples) are:

- Damaging or stealing library materials or property
- Using or abusing furniture or equipment, in a manner for which they are not intended, including standing or lying on tables or chairs, or putting feet on any furniture
- Consumption of food and beverage outside of designated areas. Consumption of snack food and beverages in lidded containers are allowed in all areas of the library except at computers, and only lidded beverages are permitted in the Quiet Study rooms. All other food must be consumed in the café area. It is expected that patrons will dispose of litter and debris in trash containers and leave table tops and chairs clean.
- Use of tobacco products, vaping and lighting devices
- Possession, distribution, or use of controlled substances or alcohol; no one under the influence of alcohol or such drugs will be permitted into the library
- Engaging in sexual activity, contact, or any act of lewdness or exposure
- Inappropriate use of the internet (see Technology Policy)
- Using the Library to sleep
- Playing audio equipment so that others can hear it

- Bringing animals into the Library, except when needed to assist a person with a disability or as permitted by the Library Director
- Misusing a restroom (e.g., as a laundry or bathing facility)
- Leaving a child unattended in the Library (see Unattended Children Policy)
- Leaving vulnerable adults unsupervised
- Solicitation of contributions or signatures, unless directly related to Library services or activities
- Conducting surveys without the permission of the Library administration
- Photography on the library premises without the permission of the Library administration and all those photographed
- Talking loudly, making noises or engaging in other disruptive conduct
- Interfering with another person's use of the Library or with library staff performance of their duties
- Patrons whose bodily hygiene is offensive or constitutes a nuisance to other library patrons or staff and thereby interferes with the rights of others to use the Library
- Patrons without shoes, shirts or proper attire
- Threatening, harassing, staring at or physically harming library patrons or staff
- Being in an unauthorized area of the Library, or remaining in the area after closing
- Carrying a weapon, unless authorized by law. Any patron authorized to carry a weapon must notify the staff
- Loud cell phone conversations in any part of the library other than the lobby
- Obscene language or activity
- Use of scooters, (except conveyances for the handicapped) roller blades or skateboards on library property
- Conduct in violation of Federal, State or Local law within the Library or on Library grounds
- Politicking on Library grounds

Library users who fail to observe this Policy on Acceptable Conduct or other rules and regulations of the Library may be asked to leave the building or police assistance may be utilized if deemed advisable by the library staff. Any library user who violated this policy shall be denied the privilege of access to the library by the Library Board of Trustees, on recommendation of the Library Director. Any library user whose privileges have been revoked may have the decision reviewed by the Board of Trustees.

Adopted: July 16, 2001

Revised: November 15, 2010, September 19, 2016, Revised April 16, 2018