

## Code of Conduct

Worth-Pinkham Memorial Library (hereinafter “Library”) welcomes all patrons and supports the Ho-Ho-Kus community by providing information, education, and cultural resources in a safe and pleasant environment, conducive to reading and learning. All patrons have the right to use library materials and resources safely and freely. The Library Board of Trustees has the authority to establish reasonable rules pertaining to the usage of the Library, as well as the right to exclude any person who willfully violates them.

The following rules have been adopted in order to protect the rights and safety of all Library users and staff and are enforced across all Library property.

1. No person shall destroy, injure, deface, or steal any library property. As such, 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, backpacks, and other packages to ensure compliance with library policies (N.J.S.A. 2c:20-14).
2. While on the premises of the Library, no person shall conduct himself or herself in a violent or disorderly matter, which shall include:
  - a. Inhibiting the orderly use of the Library by patrons or staff;
  - b. Use of abusive, coarse, or offensive language;
  - c. Engaging in unruly, harassing, violent, or disruptive conversation/conduct or threatening others;
  - d. Sleeping;
  - e. Being under the influence of or selling/possessing alcohol and/or any controlled substance;
  - f. Engaging in sexual activity, contact, or assault or any act of lewdness or exposure prohibited by N.J.S.A. 2c:14-8, and any other physical contact or sexual activity which is inappropriate in a public place;
  - g. Possessing a weapon unless authorized by law;
  - h. Filming or photographing patrons within the Library, unless approved in advance by the Library Director;
  - i. Utilizing computers to display pornographic, lewd, or inappropriate materials.
3. Loud talking or other loud sources of noise are not allowed, nor is the use of any electronic devices in a manner that disrupts others. While inside the Library, all cell phones must be set to silent or vibrate mode. The use of cell phones is permitted, provided such use does not disturb others, and may be restricted to certain areas of the building. Time limits may be enforced by library staff. Headphones must be used when listening to sound on a library computer or personal device.
4. 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 the library staff.
5. Libraries are public places, and the Library cannot serve in loco parentis (in place of parents). Caregivers and attendants are responsible 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 7 unattended on Library premises. The Library cannot be responsible for any consequences of caregivers forfeiting their responsibilities. For more information, please see the Library’s Unattended Child Policy.

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6. No person shall smoke, carry, or possess any lighted tobacco, or use any tobacco product upon the Library premises.
7. Outside food is not permitted in the Library. Outside drinks must be placed in a covered cup or bottle. Glass bottles are not permitted on Library premises.
8. No person shall bring pets or animals into the Library building except those used in Library programming, guide or therapy animals, or animals used by law enforcement agencies.
9. No person shall enter the Library building without wearing proper attire, including a shirt and shoes. 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 premises.
10. The public restroom is not an appropriate location for washing, doing laundry, brushing teeth, or for patrons to gather.
11. Patrons are allowed only in those portions of the Library building that are open for public use. Patrons shall not enter areas of the building designated "staff only" except when directed by a staff member.
12. The use of athletic equipment is not permitted in the Library or on library grounds.
13. All motor vehicles, bicycles, scooters, or other kinds of transportation shall be parked outside the building in designated areas. Roller skates, rollerblades, and skateboards may not be used on Library premises. The only modes of transportation allowed inside the building are individual devices needed by the handicapped, baby carriages, or strollers.
14. Loitering in the Library building, on Library steps, or on Library property thereby creating a nuisance to those who are trying to enter or exit the building or use Library resources is prohibited. Patrons shall be engaged in only such activities associated with the use of a public library while in the building, and those refusing to leave when asked may be arrested for trespassing.
15. The Library is not responsible for personal property. Personal items left by patrons who are not present on Library property are subject to disposal. For security purposes, do not leave bags unattended.
16. Patrons are not allowed to solicit, petition, canvass, or sell merchandise anywhere on Library property without the written consent of the Library Director.
17. Any activity that is deemed unacceptable by the Library Director's reasonable discretion is prohibited.

Library patrons violating any of these rules are subject to immediate loss of library privileges and/or legal proceedings, which may include police intervention and arrest. Longer term loss (suspension or revocation) of library privileges shall be determined by the Library Director. Patrons who wish to appeal their loss of privileges may submit a written letter of appeal to the Library Board of Trustees, 91 Warren Avenue, within ten (10) days of the Director's notice. The Board will make a determination within thirty (30) days, which will be final.