

# **Bernardsville Public Library**

## **Library Behavior Policy**

B- Behavior

*Adopted: January 17, 2023*

*Replaces Policy: Patron Rules of Conduct*

*(August 2022; February 2004; February 2005; June 2016)*

### **Library Use**

The Library Behavior Policy exists to protect the rights and safety of library users, protect the rights and safety of staff, and preserve and protect the library's materials, facilities, and property.

### **Behavior in the Library**

- Patrons shall be engaged in activities associated with the use of a public library while in the building. Patrons who are not engaged in reading, studying, attending programs, or using library resources may be required to leave the building. Patrons may not engage in behavior that is illegal or that is disruptive to library use.
- IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIAL, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF TIME ANY PERSON USING THESE FACILITIES WHO IS SUSPECTED OF COMMITTING A THEFT OF LIBRARY MATERIAL.
- Any person who purposely conceals any library material, on or off the premises of the library facility, upon his person or among his belongings, or upon the person or among the belongings of another, shall be prima facie presumed to have concealed the material for the purpose of depriving the library facility of its use or benefit.
- Patrons may not engage in solicitation or panhandling on library premises.
- Patrons may not engage in conducting surveys unless the survey has the prior written permission of the Executive Director.
- Patrons may not smoke, vape, or use tobacco chew in the library.
- Weapons are not permitted in the library, except by on-duty members of law enforcement.
- Patrons who are walking on library surfaces must wear shoes in the library.
- Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons will be required to leave the library facility.
- Patrons may only change soiled diapers while in a restroom.
- Patrons shall not create a nuisance to other library users or library staff by yelling or other disruptive forms of noise, including loud cell phone usage or loud speaking in designated quiet areas. Individuals who fail to comply with a library staff member's request to reduce their noise volume will be asked to leave.
- Patrons may not leave persons who require supervision unattended, including minors under the age of 10. Library staff may never act and do not have the authority to agree to act *in loco parentis* for even the brief absence of a caregiver.

- No food or drink may be consumed or handled near library computers, machines, or other resources. Individuals in violation will be asked to leave. All beverage containers in the library must be covered. No liquid, crumbs, or other debris remain after eating or drinking.
- Individuals may not consume or distribute alcohol in the library, unless it is specifically provisioned by a library event that has been approved by the Board of Trustees and permitted in accordance with applicable law

### **Illegal Activity in the Library**

Illegal activities are not permitted in the library or through the use of library resources. This includes but is not limited to the actions listed below. Individuals who violate the law may be asked to leave the library or denied access to the library's facility, materials, programs, and services.

Patrons may not:

- Fight, stalk, or harass an individual or group
- Deface, endanger, or illegally remove library materials or library property
- Engage in acts of lewdness or obscenity that are visible or audible to others, including but not limited to displaying pornographic materials on library computers or a personal device in a location that is visible or audible to the public
- Harass others by engaging in staring so as to annoy, persisting in unwanted conversing, following, filming or photographing without consent, repeatedly requesting dates or meetings, using threatening language, or using threatening gestures
- Impede free passage on the premises or impede egress from the premises
- Engage in piracy or copyright infringement

### **Animals in the Library**

While service animals are welcome, no pets or support animals are allowed in the library, unless they are a part of library programming that has been approved by the Executive Director.

Individuals who violate this policy will be asked to leave. Members of the public may only enter the library with an animal if it is a service animal that requires accommodation under the Americans with Disabilities Act (ADA). Staff may ask, "Is the animal required because of a disability? What work or task has the animal been trained to perform?" Service animals that are loud, appear out-of-control, or are not housebroken will be required to leave the library building. If a service animal is removed, staff will make reasonable efforts to accommodate the library user's

opportunity to obtain library goods and services without the animal's presence or through remote means, such as contactless services or the provision of directions for using the library's digital resources.

## **LIBRARY BEHAVIOR REGULATION**

### **Loss of Library Access**

If a Bernardsville Public Library staff member perceives the health, safety, or security of any person or library property is threatened, they may take appropriate actions which may include, but are not limited to, calling law enforcement for help and / or directing an individual to leave the premises with or without prior warning, depending on the magnitude of a violation.

If an individual is asked to leave the library in violation of the Library Behavior Policy, the following applies:

Individuals directed to leave the library by staff or law enforcement may not reenter the library for 48 hours. Individuals physically removed from the library by law enforcement may not reenter the library for one week. For example, an individual removed from the library on a Monday may return the following Monday, unless a court order implicates a different period of time. Library users who have harmed, threatened, or harassed another library user, library employee, or member of law enforcement within the library or on outdoor premises may reenter the library after one week, unless a court order implicates a different period of time. Individuals who repeatedly violate library policy may not enter the library for three months. Individuals with library cards in good standing who become prohibited from accessing the library may request the contactless pickup of up to three library materials per week. Contactless pickup requests may be made through the Executive Director or their delegated library worker once per week via email or in a letter submitted to the book drop no sooner than one week following the loss of library access. The use of digital media by library patrons with cards in good standing will not be hindered during limited library facility access, unless such digital access involves illegal activity, or an alleged illegal activity that is actively under police investigation. Users whose access to the library has been prohibited for longer than one week may appeal to the Board of Trustees in writing. Appeals may be submitted via email, via mail, or in a letter submitted to the book drop. Only one appeal per prohibition will be reviewed by the Board at a regular meeting.

### **Loss of Library Card Usage**

All MAIN consortia library policies are upheld by the Bernardsville Public Library, including limitations of borrowing privileges and the loss thereof. Additionally, individuals caught violating intellectual property laws in using library resources, computers, or digital media applications will be ineligible for a valid Bernardsville Public Library card and its borrowing privileges for one year. Users whose library cards have been suspended for longer than one week for reasons other than fines may appeal to the Board of Trustees in writing. Appeals may be submitted via email, via mail, or in a letter submitted to the book drop.

### **Privacy**

Policy and legal violations may be documented in personal statements or in an Incident Report which may be shared with law enforcement and or legal counsel at the discretion of the Executive Director, Board of Trustees, or designated person-in-charge.