

WARREN COUNTY LIBRARY CODE OF CONDUCT

INTRODUCTION:

SCOPE:

RULES OF CONDUCT:

ENFORCEMENT:

VIOLATIONS OF MAJOR OFFENSES 1-12:

VIOLATIONS OF MINOR OFFENSES 13-29:

APPEAL PROCESS:

RESOLUTION 1992; AMENDMENT 2006; AMENDMENT 2021-8

Adopted by Warren County Library Commission 1992

Amended by the Warren County Library Commission on 2/16/06:

Renamed Code of Conduct Policy Amend 2021-8

## WARREN COUNTY LIBRARY CODE OF CONDUCT

### INTRODUCTION:

Help us keep your Library a safe, clean, and pleasant place to study, research, create, and collaborate by being considerate of fellow Library users and avoiding behavior that interferes with the appropriate use of the Library or that could result in a safety hazard, injury, or damage to Library property. Failure to abide by any of the rules listed below may result in the loss of Library privileges, including access to the Library building.

### SCOPE:

The Code of Conduct has a threefold purpose:

- To protect the rights and safety of Library members,
- To protect the rights and safety of Library staff members and volunteers, and
- To preserve and protect the Library's materials, facilities, and property.

### RULES OF CONDUCT:

Prohibited activities and behaviors include, but are not limited to the following:

1. Engaging in any illegal activity while in the Library building or on the Library grounds. Any violation of a New Jersey criminal statute on Library premises will result in the police being contacted.
2. Fighting or assaulting others.
3. Engaging in activities or behaviors which create a hazardous or dangerous condition. Such behaviors include:
  - Unwanted conversations and advances of a personal or sexual nature that intimidate or make the other party uncomfortable
  - Harassing or obscene gestures or sounds
  - Offensive touching
4. Carrying any instrument or object which could reasonably be classified as a weapon onto Library property, unless authorized by law to do so.
5. Selling, soliciting, or using illegal drugs on Library premises.
6. Displaying obscenity, child pornography, or materials harmful to minors.

7. Being intoxicated or under the influence of illegal drugs.
8. Engaging in sexual activity, contact, or any act of lewdness or exposure.
9. Vandalizing and destroying Library facilities, furniture, equipment, or materials.
10. Damaging or hacking into Library computer software and hardware.
11. Removing Library materials from the building without checking them out.
12. Engaging in tumultuous and dangerous behaviors and activities including:
  - Using unreasonably loud and offensively coarse or abusive language
  - Striking, kicking, shoving, or other offensive touching, or threats to do so
  - Throwing objects
13. Engaging in disruptive behaviors and activities including:
  - Talking loudly
  - Making noise
  - Running
  - Jumping
  - Skateboarding, rollerblading, or roller skating
  - Playing in the elevators, stairwells, or entrances
14. Engaging in activities or behaviors, which interfere with another person's use of the Library or with the staff's performance of their duties. Such behaviors include:
  - Following Library users and staff
  - Staring at Library users and staff
  - Intentionally monopolizing staff time so that performance of duties is disrupted
15. Using e-cigarettes, tobacco products, or vapor pens inside the Library.
16. Loitering, lying down, or sleeping while on Library property.
17. Using the restrooms for bathing, shaving, washing hair, and laundry.
18. Leaving vulnerable adults or children who are in need of supervision unattended.
19. Photographing or recording within the Library without the permission of the Library administration and those being filmed.
20. Bringing pets or animals into the Library. Service animals as defined in the Americans with Disabilities Act are permitted when accompanying a person with disabilities. No other animals are permitted in the Library unless they are part of an authorized educational program or animals used by law enforcement.

21. Distributing literature, conducting surveys, and soliciting money and signatures from Library users and staff except in conjunction with a Library-sponsored program.
22. Refusing to leave the Library at closing time or in an emergency.
23. Wearing improper attire. Shoes, shirts, pants, shorts, or bathing suit cover-ups must be worn.
24. Using audible devices without headphones. Headphones must be set at a volume that will not disturb others.
25. Eating or drinking at the computers, printer, photocopier, scanner, and fax machine. Food and drinks are also not allowed in the Local History Room. Light snacks and drinks with lids are permitted at tables. Users are responsible for any cleaning charges and/or damage to Library property and equipment caused by food or drink.
26. Parking vehicles on Library premises for purposes other than those associated with the Library.
27. Blocking aisles, shelves, or any thoroughfare with personal items, or leaving personal items unattended for an extended period of time.
28. Using the designated children's area, attending a program for children, or using a designated children's computer without being accompanied by a child or having a need for the children's collection.
29. Emitting bodily odor so offensive as to constitute a nuisance to others or which may damage Library property.

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**ENFORCEMENT:**

Library staff and law enforcement officials may intervene to stop these prohibited activities and behaviors. Library employees may contact the police if deemed advisable. Any person not abiding by these or other rules and regulations of the Library may be required to leave the Library premises, lose or have their Library privileges suspended, or be criminally prosecuted, as appropriate.

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**VIOLATIONS OF MAJOR OFFENSES 1-12:**

The person will be immediately banned from the entire Library system by the branch manager or the staff member in charge for a two week period. They will be told to expect a letter from the Library Director about the length and nature of a possible longer ban. Long-term loss of Library privileges shall be determined by the Library Director. A written notice regarding the ban will be sent by certified mail to the person's last known address.

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VIOLATIONS OF MINOR OFFENSES 13-29:

- A person who refuses to stop offending behavior after two verbal warnings will be banned from the entire Library system by the branch manager or staff member in charge for a 24 hour period.
- A person with two violations may be banned from the entire Library system by the branch manager or staff member in charge for one week.
- For continued violations, a warning letter may be sent by the Library Director to the offending person or to his/her parent(s) or guardian(s).
- If violations continue or resume within two weeks of the warning letter, the person may be banned from the entire system as deemed appropriate by the Library Director.

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APPEAL PROCESS:

A person who has been banned may request for the decision to be reviewed by the Library Commission. The request must be in writing and made no later than 30 days from the receipt of the Library Director's notification letter. The appeal letter must set forth the reasons for reconsidering the ban. The appeal letter should be sent to:

Warren County Library Commission  
2 Shotwell Drive  
Belvidere, NJ 07823

The final decision to lift or modify the ban rests with the Library Commission. During the appeal process, the ban will remain in effect.