MONMOUTH COUNTY LIBRARY

Library Code of Conduct Policy

The Monmouth County Library is dedicated to protecting the rights and safety of library patrons, employees, and volunteers. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere. Each person is expected to respect the rights of others and comply with the Library Code of Conduct Policy while on library property.

Permitted conduct in the library includes:

- Quiet enjoyment of library facilities, services, and programs.
- Small group congregation of social, study or discussion purposes that does not disturb the quiet enjoyment of other patrons.
- Service animals.
- Quiet and courteous use of cell phones.
- Any materials removed from the library must be checked out on a valid library card.

Prohibited conduct in the library includes but is not limited to:

- Any activity that constitutes a violation of federal, state, or local criminal statutes or ordinances.
- Carrying a weapon into the library unless authorized by law. Any patron authorized to carry a weapon must notify the library staff that he/she is carrying a weapon and must provide proper identification.
- Damage, defacement, or theft of any library property, facilities or material.
- Abuse or misuse of library furniture, equipment, or supplies, including the unauthorized moving of furniture.
- Possession, distribution, or use of alcohol except at authorized library events.
- Possession, distribution, or use of controlled substances.
- Use of tobacco products except in designated areas outside of the building if permitted by law.
- Behavior that is disruptive, offensive, endangering, or otherwise unlawful is strictly prohibited. This includes engaging in fighting or any violent behavior, including pushing, shoving, kicking, and/or throwing objects.
- Sexual conduct on library premises.
- Sexual harassment of patrons, staff, or volunteers. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or unwanted sexual attention, obscene jokes, lewd comments, repeated requests for dates, touching, catcalling, staring, or other sexual conduct.
- Offensively coarse, profane, abusive, threatening language, threatening gestures, unwanted physical conduct, intimidation, following, staring, or other harassing behavior.
- Unreasonable noise levels including shouting, loud talking or disruptive conversation, uncontrolled or repeated ringing of cell phones, and loud cell phone conversations.
- Excessive and/or uncontrollable repeated outbursts or emotional expressions that disturb other patrons.
- Canvassing, soliciting, selling, or distributing merchandise, services, or materials (in the library or on library property), except as permitted protected by law or as part of a library-sponsored program or event. Behavior that is disruptive, offensive, endangering, or otherwise unlawful is strictly prohibited.
- Leaving personal property unattended. Patrons must keep possession of their personal property at all times while in the library or on library property. The library is not responsible for unattended or abandoned property and reserves the right to remove or discard it.
- Unattended or abandoned property used as part of a joke or prank will be sent to the Library Director's office at Library Headquarters in Manalapan. Retrieval of property used as part of a joke or prank will require an appointment with the Director. If the property belongs to a juvenile, a meeting with the juvenile's parents or guardians will be required.

- Rollerblading, roller-skating, skateboarding, or wheeled shoe use in the library or on library premises or bringing bicycles, skate boards, scooters or similar items inside the library.
- Consumption of food and/or open container beverages except in designated areas or at authorized library functions.
- Cooking of food is prohibited in the library except when it is done by staff or as part of an approved cooking program.
- The charging of personal devices other than a cellphone, cellphone charger, laptop, or tablet is prohibited.
- Bringing animals inside the library with the exception of service animals or those allowed at a library-approved event.
- Neglecting to wear shoes, shirt, pants, or to remain fully clothed. Upper and lower body must be appropriately covered and footwear must be worn at all times.
- Lack of personal hygiene that interferes with the use of and enjoyment of the library by others or interferes with the work of library staff. Those individuals whose bodily hygiene is offensive so as to constitute a nuisance to others may be required to leave the building.
- Use of the library restrooms for sleeping, bathing, shaving, washing hair or changing clothes.
- Sleeping in the Library or on library property.
- Loitering in staff-only areas, restrooms, stairwells, hallways, passageways, elevators, or in reserved areas without a reservation, or establishing unauthorized work, study, leisure, or social areas in unauthorized areas of the library.
- Use of personal electronic equipment at a volume that disturbs others.
- Unauthorized use of the library's computer network or failure to comply with the library's Internet Policy may result in suspension of library computer privileges.
- Leaving children or adults in need of supervision unattended.

Enforcement:
Violation of these rules may be cause for a prohibition from future use of library facilities and/or privileges. In cases of disruptive behavior, patron identification including name, address, and phone number may be requested.

The Commission authorizes library administration to suspend the library privileges of patrons whose behavior prevents or interferes with the effective use of the library by other patrons to the extent warranted by the nature of the violation and/or any previous violations.

Library patrons unable or unwilling to abide by the Library Code of Conduct may be asked to leave. Any person who repeatedly violates these rules, or any person who commits a single, serious violation of these rules, in addition to being asked to leave the library, may not be allowed to return to the library for a period of time designated by the Library Director. Acts of illegality will be referred to police for prosecution.

Failure to leave the library when asked to leave by a library staff member will be considered trespassing. Acts of trespassing will be referred to the police for enforcement and/or prosecution.

Any patron whose privileges have been denied may have the decision reviewed by the Library Commission, upon written request submitted by the offending patron.