

# SAYREVILLE FREE PUBLIC LIBRARY

## 2.4 Rules of Conduct for Library Visitors

The Sayreville Free Public Library is used by hundreds of people every day. These rules of conduct are enforced to ensure the comfort and protection of all who work in and use the Library.

Patron Conduct:

The following activities are **not permitted** in the library or anywhere on the library property:

- Ringing of and talking on cell phones inside the building (silent mode and texting are permitted).
- Talking loudly, making noise, playing music, running, skateboarding, or throwing objects.
- Playing at the entrance or blocking the entrance.
- Fighting or threatening other patrons or staff.
- Interfering with another person's use of the library or with the library staff's performance of duties, disorderly conduct as defined under N.J.S.A. 2C:33-2
- Use of loud or offensively coarse or abusive language.
- Striking, kicking, shoving, or other offensive touching or threats to do so, as well as harassment as defined under N.J.S.A. 2C:33-4.
- Stealing library materials, as well as theft of library materials under N.J.S.A. 2C:20-12, 13, 14.
- Improper or inappropriate attire (shirts and shoes are required).
- Bringing any animal except for service animals into the library.
- Damaging library property, including, but not limited to, restrooms, computers, furniture and walls; defacing or removing pages from books; destroying landscaping or other fixtures, as well as defined as Criminal Mischief under N.J.S.A. 2C:17-3.
- Lewd or immoral behavior.
- Fail to and/or refusal to accept reasonable direction by the staff.
- Vandalizing cars or other property/items in the library parking lot or anywhere else on library property, including the building and/or grounds.

Violations of patron conduct rules will result in expulsion from the library, or arrest and criminal prosecution, or both. In order to prevent the theft of books and library materials, State law authorizes the detention, for a reasonable period of time, of any person using these facilities who is suspected of committing a theft of library material.

### **Individual acts of misconduct**

Visitors misbehaving or engaging in inappropriate, wrongful and/or illegal behavior on library premises, including the building and grounds, are generally given two (2) warnings by library

staff at which point, the person(s) are told to leave the library premises. If the person(s) refuse, the Sayreville Police Department is called for assistance to escort the person(s) from the premises. Persons removed from the library for disciplinary reasons are barred for the remainder of the day and/or evening. However, the library reserves the right to have anyone removed at any time without warning if the situation calls for such.

### **Two week suspension**

Repeated incidents of disruptive behavior will result in a two (2) week suspension of library privileges. Repeated is defined as more than four (4) warnings in a thirty (30) calendar day period, or being told by library staff and/or the police to leave the library more than two (2) times in a thirty (30) calendar day period, or where the conduct is so heinous, it requires an immediate suspension of privileges.

### **Procedure for two week suspension**

The Library Director will provide the person with written notice of the suspension and containing the right to appeal the suspension at the time of the suspension, either in person and/or by mail (regular and certified, return receipt requested) A copy of this notice will be sent to the Library Board of Trustees, the Borough Administrator and the Chief of Police. Loan privileges will be suspended and any items on loan need to be returned to the bookdrops outside the library.

### **Procedure for two week suspension of a minor**

The Library Director or the person in charge will contact the parent or guardian of a minor who is about to have their library privileges suspended. A written notice will be mailed to the parent, both regular mail and certified mail, return receipt requested, containing the right to appeal the suspension at the time of the suspension. The Library Director will provide the minor with a copy of the notice. A copy of this notice will also be sent to the Library Board of Trustees, the Borough Administrator and the Chief of Police. Loan privileges will be suspended and any items on loan need to be returned to the bookdrops outside the library. If the minor will not give their own name and provide contact information for a parent, the Police will be called.

### **One month suspension**

*Any person who commits one of the following acts will be suspended for one (1) month:*

- Disruptive behavior following readmission to the library after a two (2) week suspension
- Vandalism or theft of library property or personal property on library premises
- Any other sufficient cause which justifies such a suspension

### **Six month suspension**

Any person who commits one of the following acts will be suspended for *six (6) months*:

- Fighting or assaulting another person
- Threats against library staff or another visitor
- Continuing disruptive behavior or other behavior contrary to the use of the Library following one (1) or more suspensions as set forth above
- Any other sufficient cause which justifies such a suspension

### **Procedure for Two Week Suspension of Library Privileges**

The Library Director is authorized to remove any person from the library for disruptive behavior, and to suspend any person for a two (2) week period. The Library Director will provide the person with written notice containing the right to appeal the suspension at the time of the suspension. A copy of this notice will be sent to the Library Board of Trustees, Borough Administrator and the Chief of Police.

### **Procedure for One-month or Six-month suspension of Library Privileges**

The Library Director will immediately issue a two (2) week suspension. The Library Director will then present a request to the Board for a suspension to be converted into one (1) month or six (6) months or an immediate suspension for one (1) or six (6) months. The Director will provide to the Board a record of specific conduct by that person that constitutes a violation of Library policy concerning access and use. With the approval of the Board of Trustees, the Library Director will send a notice of suspension via certified mail, return receipt requested, and regular mail to the person's last known address, or in the case of a minor child, his/her parents or guardian. A copy of this correspondence will be sent to the Borough Administrator and the Chief of Police.

### **Appeal of Suspension of Library Privileges**

Any person, or in the case of a minor, the parent or guardian of a minor, who has been suspended from the library may appeal the decision within thirty (30) calendar days in writing to the Library Board of Trustees, through the Library Director or designee. The Board of Trustees will hear and consider such an appeal at its next regularly scheduled Board meeting and render a decision thereafter.