



MAYWOOD PUBLIC LIBRARY

459 Maywood Ave., Maywood, NJ 07607
www.maywoodreads.com
(201) 845-2915

CODE OF CONDUCT

The Maywood Public Library (“Library”) encourages people of all ages to visit the Library. Patrons using the Library and Library staff have a right to expect a safe, comfortable environment that supports appropriate library services. The Library board of Trustees has the authority to establish reasonable rules in a Code of Conduct (“Code of Conduct” or “Code”) regarding the Library and to exclude anyone who violates the Code of Conduct or the rules contained therein. The Library staff will enforce this Code and we ask for your cooperation in helping us provide a safe and pleasant environment for all our patrons and staff.

This Code of Conduct shall apply to the building interior and exterior, and all groups controlled and operated by the Library Board of Trustees (hereafter “premises”) and to all persons entering into or on the premises.

Rules of Behavior

- A. Persons engaged in any of the following behaviors may, by authority of the Library’s Board of Trustees, be ejected from the premises and excluded for all Library premises and services:
1. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
 2. Directing a specific threat of physical harm against any individual, or group of individuals.
 3. Engaging in conduct that disrupts or interferes with the normal operation of the Library, or disturbs Library staff or patrons, including but not limited to conduct that involves the use of abusive language or gestures, conduct that creates unreasonable or offensive noise, and/or conduct that consists of loud or boisterous physical behavior or talking.
 4. Disobeying the reasonable direction of a Library staff member.
 5. Abusing, damaging or destroying Library materials, equipment, furniture, fixtures, or buildings.

Reviewed and approved by the board of Trustees, November 19, 2014

Approved by the Maywood Public Library Board of Trustees June 17, 2015

6. Using personal electronic equipment at a volume that disturbs others, including, but not limited to, mobile devices, iPods, iPads, computers and televisions. If using headphones, the volume must be kept at a level that does not disturb others.
7. Conducting meetings that have not been approved in advance by the appropriate Library staff.
8. Photographing or videotaping/ recording without the permission of the library director anywhere on library premises.
9. Leaving a child unattended at the Library. Please refer to the Policy on Children in the Library.
10. Placing personal belongings or other objects in, or against buildings, furniture, equipment, and fixtures anywhere in or on the premises in such a manner that interferes with Library staff or patron use of the Library facility, or interferes with safe passage.
11. Taking Library materials into restrooms, or to the lower level of the Library unless checked out at the circulation Desk.
12. Concealing Library materials consistent with NJSA 2C:20-12. All bags and briefcases may be subject to inspection.
13. Engaging in any sexual conduct as defined by NJSA 2C:14-1, including but not limited to, the physical manipulation or touching of a person's intimate parts through a person's clothing.
14. Being under the influence of alcohol or any illegal controlled substance.
15. Possessing, selling, distributing or consuming any controlled substance as defined by NJSA 24:21-12
16. Smoking of any kind on Library premises.
17. Sleeping in or on Library premises.
18. Improperly using Library restrooms, including, but not limited to, for bathing, shaving, washing hair or changing clothes.
19. Soliciting, petitioning, canvassing or selling merchandise anywhere on library premises without the prior written consent of the Library Director.
20. Exhibiting bodily hygiene and/or attire, which is offensive so as to constitute a nuisance to other persons.

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21. Riding or using a bicycle, roller blades, skateboard, scooter or similar device in or on Library premises.

B. The following items are things that are prohibited from being inside the Library or outside on the Library premises:

1. Bicycles or scooters (must be parked or left outside at the bicycle rack),
2. Food, unless approved by the Library Director in accordance with a Library program.
3. Alcoholic beverages in closed or open container.
4. Beverages of any kind at computer stations. Patrons are permitted to have water bottles in other areas of the Library.
5. Animals, except service animals or animals that are part of an approved program, inside the Library building or leaving any animal tethered and/or unattended on the Library's premises.

C. The following may, at the sole discretion of the Library staff, be permitted in the Library:

1. Skateboards, or sports equipment in vestibules or doorways. Please note that for the safety of other patrons, such items may be collected by the Library staff until the owner leaves the Library.

D. Miscellaneous

1. All patrons must be fully clothed including a shirt and shoes when entering the Library. No bare feet or chest.
2. All mobile devices must be set to silent/vibrate when inside the Library. If you wish to make or take a call, please step into the entrance vestibules or outside the building.
3. The Library is not responsible for the personal property of its patrons. Personal items left by patrons who are not present on library property are subject to disposal.
4. Bags are not to be left unattended.

E. Review and appeal

A Library patron, whose library privileges are suspended as a result of a Code of Conduct violation, may request, in writing, a review of the decision by the Library director. If the Library Director upholds the suspension, the patron may appeal the decision, in writing, to: the Maywood Public Library Board of Trustees. The decision by the Board of Trustees shall be final.

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