

PASSAIC PUBLIC LIBRARY

195 GREGORY AVENUE

PASSAIC, NEW JERSEY 07055-4805

PHONE: (973) 779-0474 FAX: (973) 779-0889

PUBLIC BEHAVIOR POLICY

The principal purpose of the Passaic Public Library and its branch, the Reid Memorial Library, is to provide open and convenient public access to all of the Library's written, recorded, filmed and electronic resources and to its educational and informational services. The Library and its Staff are committed to providing a safe and congenial atmosphere in which to carry out this purpose.

The forgoing commitment can only be achieved if users of the Library respect the rights of all users and the Staff. This general statement underlies the more specific provisions of the Library's Code of Conduct set forth below and requires that Library users act in a manner that will not interfere with the functioning of the Library or disturb others.

CODE OF CONDUCT:

1. No Library property may be misused, mutilated, damaged or defaced, nor may any Library materials be removed from the Library without being checked out appropriately.
2. The Library Staff may ask to examine user's briefcases, handbags and other packages to help assure compliance with the Library's checkout procedures.
3. All materials borrowed from the Library must be returned or renewed in a timely manner.
4. Use of the Library's search, copy, print and other information machines, as well current newspapers and magazines and the public telephone, is subject to reasonable limitation, at the discretion of the Library Staff, if others are waiting.
5. For the benefit of all users, quiet must be maintained in the designated Library study areas.
6. Disruptive behavior such as shouting, loud talking, playing games and playing music on portable devices without headphones is not permitted anywhere in the Library. Cell phones must be silenced and may only be used in the main entrance vestibules at each building.
7. Since the Library is not designed to serve as a public shelter or lounge, sleeping, lingering aimlessly, and misuse of the restrooms cannot be allowed. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons and/or Staff will be required to leave the building. Creating a physically offensive condition, including disturbing odors or infested clothing or personal effects may result in that patron being required to leave the building.
8. No weapons of any type are permitted unless the patron is authorized by law to carry a weapon. In this case, please notify the Main Desk.

9. Interference with or the harassment or intimidation of other users, Library staff or Library volunteers represents unacceptable behavior. This includes all unwanted or abusive attentions by word, act, look or gesture.
10. The Library is not responsible for lost or stolen property. Patrons must safeguard their personal belongings.
11. Smoking and the use of alcohol, narcotics or hallucinogens, is not permitted.
12. Food and beverages, except for bottled water, may not be consumed in the public areas of the Library.
13. Shirts and shoes must be worn at all times in the Library.
14. A responsible adult or teenager must accompany children under the age of seven (7), for their safety and well-being.
15. Animals, other than those trained to assist disabled users, are not permitted in the Library.
16. The designated parking spaces for Staff and users of the Library must be respected. The use of skateboards or rollerblades is not permitted on any Library property.
17. Upon request, users may be asked to show Staff members their Library cards or other appropriate identification.

The Passaic Public Library Staff has been authorized to administer the Public Behavior Policy and if necessary to modify and/or adapt the Code of Conduct to special circumstances. If aware that a patron's behavior or conduct is subject to court order or ruling, the Staff shall endeavor to ensure that patron's use of the Library is not inconsistent with such order or ruling. As to that patron, such an order or ruling shall be deemed to be part of the Library's Code of Conduct.

Users who do not comply with the Code of Conduct or any reasonable request of the Staff may be asked to leave the Library premises. Continued noncompliance may result in action ranging from suspension or termination of Library privileges to prohibiting access to the Library premises. Egregious behavior may be reported to the Police.

**Approved by the Board of Trustees
October 20, 2009**