

## Rules of Conduct

To protect the rights of all persons using the Library and to provide a safe/secure environment, the following rules governing behavior are to be posted and enforced by Library staff.

### **The following activities are not permitted in the Library:**

- Eating or drinking outside of designated areas. Beverages in closed containers are permitted.
- Using cell phones outside designated areas.
- Playing music or other media without headphones, or at a level with headphones that is disruptive to others.
- Smoking and/or vaping on Library property, which includes the entire indoor area and a 20-ft radius of the building per New Jersey's Smoke-Free Air Act.
- Carrying a weapon unless by law enforcement officers.
- Bringing animals into the Library except those certified to assist a person with a disability (service or guide dog) or for a special Library event.
- Misusing the restrooms (i.e., using as a laundry or washing facility).
- Leaving a child unattended in the Library without supervision of an adult. Please read the Library's [Unattended Children Policy](#).
- Leaving unattended children under the age of 18 outside the Library after closing.
- Not attending to any disruptive children. Disruptive behavior includes but is not limited to running, screaming, or similar behavior that does not respect library property and the rights of others who use the Library. Caregivers may be asked to soothe or settle a disruptive child outside of the Library.
- Engaging in loud, noisy, profane, obscene abusive speech, gestures or any other disruptive conduct, including harassing or threatening behavior.
- Interfering with another person's use of the Library or with Library personnel's performance of their duties, including offensive language and/or verbal abuse.
- Running in the Library or running in and out of the entrance to the Library.
- Bringing sports equipment (e.g. footballs, basketballs, etc.) into the Library. Any recreational equipment must be checked at the Circulation desk.
- Improper attire, including but not limited to being without shoes and/or shirts or excessively revealing clothing.
- Fighting, illegal gambling, being in possession of and/or under the influence of alcohol or illegal substances on Library property.
- Entering staff work areas without permission.
- Campaigning, soliciting, surveying, panhandling, and conducting sales on Library property with the exception of the Library or the Friends of the Pennsauken Free Public Library.
- Distributing or posting literature on Library property without prior approval.
- Photographing, filming, recording or using video equipment on Library property without prior permission from the Director or the Director's designee.
- Remaining in the Library after its regular closing hours.
- Bringing bedrolls, backpacks or other large bulky items into the Library.
- Neglecting personal hygiene so that it interferes with others' enjoyment of the Library. This includes but is not limited to excessive body odor, soiled diapers and unlaundered clothing.
- Obstructing entranceways, vestibules, book returns, restrooms, or other common areas and passageways.
- Engaging in any activity in violation of federal, state, local or other applicable law or

Library policies.

- Any behavior perceived by staff or another patron as sexual harassment, invasion of privacy, voyeurism, petting, staring at another person with the effect of harassment to that person, following another person about the building with the effect of harassment to that person, behaving in a manner which reasonably can be expected to disturb other patrons, or other unwanted attention.

**The Library reserves the right to:**

- Limit the number of persons who may gather together.
- Impose time limits on the continuous use of Library resources, including but not limited to reference materials, computer equipment, study rooms, and staff assistance time.
- Inspect all pocketbooks, backpacks, book bags, satchels, briefcases and other similar personal bags and containers.
- Limit the use of the Library by children and parents or guardians who, in the judgment of the Library Director, are infringing upon the rights of other library users by inappropriate behavior.

**Library privileges may be suspended and/or revoked for the following reasons:**

- Damaging Library property and resources including equipment and tampering with computer hardware and software configurations.
- Stealing Library materials (including equipment).
- Threatening or physically harming staff or patrons, including assault or sexual conduct.
- Interfering with the safety and/or enjoyment of all Library users.
- Misuse of computer equipment and/or violation of policies and acceptable user agreements governing the Internet, multi-media and other computer services.
- Repeated violations of prohibited activities.

**Persistent or severe violations of the Library's rules may result in the suspension of Library privileges for a determinate or indeterminate period of time. Revoked privileges may include the right to enter or use the facility and/or borrow materials. The Library Director is authorized to promulgate procedures for enforcing this policy.**

**Please be aware that:**

- The Library is not responsible for personal items that are lost, stolen or damaged on Library premises.
- Library staff can ask visitors to show their Library cards or other ID at any time.
- Large groups that want to visit the Library have to get permission before they visit.
- Persons violating Library rules may be asked to leave the building.
- Violators of these rules who refuse to leave the building as requested will be reported to the proper authorities.

*Approved by the Board of Trustees: May 23, 2016*

*Amended: January 29, 2017; June 24, 2019*