

## **Rules of Conduct**

So that all patrons of the Cranford Public Library can use the Library facilities to the fullest extent during regularly scheduled hours, the Library Board of Trustees has adopted the following rules of conduct:

1. Patrons not engaged in activities appropriate to a library environment may be required to leave the building. Appropriate library activities include reading, thinking, studying, writing reports, researching, browsing for materials, and using the computers.
2. The following behavior and activities are not allowed in the Library:
  - Interfering with another person's use of the Library or with the Library personnel's performance of their duties.
  - Threatening, abusing or disrupting others.
  - Engaging in any illegal activity while in the Library building.
  - Harassing or annoying others by noisy or boisterous behavior, by playing audio equipment so that others can hear it, by talking loudly to others or in monologues, or by behaving in a manner that could reasonably be expected to disturb others.
  - Harassing or annoying others by staring at another person with the intent to annoy that person or by following another person about the building with the intent to annoy that person.
  - Smoking or using tobacco or tobacco products.
  - Defacing, damaging, or destroying any book, periodical, phonograph recording, audio-visual material or any other article that is part of the Library collection; or defacing or in any way damaging or destroying Library furnishings, walls, machines, or any other property of the Library.
  - Stealing library property.
  - Carrying a weapon into the Library unless authorized by law.
  - Bringing animals into the Library, except those needed to assist patrons who have disabilities or if permission is expressly given by the Director of the Library.
  - Misusing the restrooms, such as using one for a laundry or a bathing facility.
  - Selling of goods or services or taking orders for a sale without the express permission of the Library Director.
  - Distributing circulars, printed matter, or similar materials or soliciting or collecting signatures on petitions without the express permission of the Library Director.
3. Patrons must wear appropriate clothing, including a shirt or suitable covering on their upper bodies and shoes or other footwear.
4. Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other patrons may be required to leave the building.

5. Each patron shall be responsible for any fines, fees, or other charges due in accordance with the Library's standard schedules.

6. Any materials removed from the Library must be checked out on a valid library card or through other standard library procedures, such as interlibrary loan.

7. Cell phones and pagers: the Library prohibits audible cell phone use in the library, except in the entry lobby.

Any patron not abiding by these or other established rules of the Library may be required to leave the Library premises. Library employees may call the Cranford police if it is deemed advisable.

Any patron who violates these rules may be denied the privilege of access to the Library by the Library's Board of Trustees, on the recommendation of the Director. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

*Approved by the Cranford Public Library Board of Trustees on January 22, 2015.*