



Library Behavior Policy

**Adopted by the Library Board of Trustees
October 15, 2008**

South Brunswick Public Library

The South Brunswick Library believes all patrons should have equal access to library services and materials in a safe and welcoming environment. To achieve this goal, the Library Board of Trustees has adopted a Library Behavior Policy. This policy sets a standard of behavior for all library users, encouraging everyone to act in a respectful and responsible way towards each other, the library staff, the library building and its material.

1. All are welcome to use the library. Children under the age of seven, however, must be accompanied by a parent or responsible adult at all times and not left unattended. Children 7-10 must have a responsible caregiver in the building with them at all times. Children over the age of 10 may be left unattended for short periods of time. Parents/guardians should encourage their children to use their low voices and calm/console upset children when necessary.
2. Cell phones should be turned off or set to vibrate/silent ring when inside the library building as a courtesy to other library users. All phone conversations should be limited to the library's lobby area and in the cafe.
3. Please maintain low noise levels when using the library to allow others to study, read or work quietly. Listening devices should be heard only by the person using them. Please use headphones when listening to audio on computers. Headphones are available for loan in the library from the Information Desk with valid license, library card, or school ID.
4. While food and drink are permitted in the library with the exception of the Smart Lab, please remember to clean up after yourself and throw away all garbage in nearby trash receptacles. Please take extra care when eating/drinking in areas with computers or when using library materials.
5. No alcohol is permitted inside the building. In accordance with NJ State Law, smoking is prohibited inside the library building, including e-cigarettes. In addition, as established by the governance of the Library Board of Trustees, to ensure the safety and comfort of all library visitors, no smoking is permitted on the exterior landing or steps of the Library's main entrance.
6. For health and safety reasons, appropriate attire is required. Shoes and shirts must be worn at all times.
7. The use of cameras in the library is prohibited unless authorized by the library administration and with the consent of all those being photographed.

8. Service animals are welcome in the library. No other animals are permitted inside the building.
9. Library staff and customers should treat each other with mutual respect and courtesy.
10. In accordance with the Township of South Brunswick's Harassment policy, the display of sexually explicit or obscene material is not permitted in the Library. Such conduct creates an intimidating, hostile or offensive environment and is considered disruptive behavior. Threatening speech and disruptive behavior, including the invasion of other people's personal space, excessive noise, or the display of obscene material will not be tolerated. An official warning will be given to anyone exhibiting disruptive behavior, interfering with another person's use of the library or with the library personnel's performance of their duties. Continued inappropriate behavior will lead to expulsion from the library, parental notification if a minor, and possible police notification and involvement.
11. The Library Staff has the authority to maintain order and ensure the safety of staff and customers. All customers must follow the directions of the staff regarding library rules and regulations.
12. Library property should be respected. For example, books/materials should not be damaged or defaced and feet should not be placed on furniture. Running, rollerblading, or skateboarding is not permitted in the library.
13. Public restrooms are not appropriate locations for bathing, washing laundry, shaving, loitering or congregating. If you are in need of temporary shelter or emergency services, the library staff can provide information regarding these services.
14. Customers using the public computers must adhere to the library's Internet Policy. Staff members reserve the right to terminate use on the public computers for inappropriate behavior or the display of sexually explicit or obscene material. Continued inappropriate behavior will lead to expulsion from the library, parental notification if a minor, and possible police notification and involvement.
15. Solicitation is not permitted in the library.
16. All other standards and practices of polite behavior and good manners should be observed at all times by all library patrons.
17. *Patrons may not designate a public area of the Library for a private meeting. Patrons also may not shut off from public access specific areas to conduct a meeting.*
18. Revised and Re-adopted August 4, 2016