



## **Montville Township Public Library CODE OF CONDUCT**

The Montville Township Public Library strives to make this facility a warm and inviting place for all people. It is the intent of the Library that all Library patrons should be able to use its facilities to the maximum extent possible during regularly scheduled hours.

This Code of Conduct has been developed by the Library Board of Trustees to minimize situations in which any Library patron interferes with the legitimate Library business of other customers and staff, to protect the safety of Library patrons and staff and to protect Library property. Library patrons shall be engaged in activities associated with the use of the public library while in the building. Library customers shall respect the rights of other patrons and of the staff.

Examples of disruptive or unacceptable behaviors include, but are not limited to:

1. Cell phones and handheld devices must be turned off or placed on mute or vibrate.
2. Eating or bringing food into the Library. Beverages in covered containers are allowed but not in any proximity to Library computers.
3. Engaging in loud conversations, using offensive and/or harassing language or gestures, making noise, running, pushing, shoving, or following another customer.
4. Stealing defacing, or misusing library materials, equipment or facilities.
5. Smoking, using tobacco products, striking matches or lighting lighters.
6. Misuse of restrooms; for example, shaving, bathing or laundering clothes.
7. Carrying a weapon into the Library unless authorized by law enforcement.
8. Bringing animals into the Library except as necessary to assist a user with a disability.
9. Playing of audio equipment loudly so others can hear it.
10. Leaving a child who needs care (under the age of ten) in the Library without supervision.
11. Failing to wear appropriate attire, including shoes and shirt.
12. Sleeping.
13. Misusing furniture; for example, sitting on tables or putting feet on chairs or work surfaces.
14. Skating and related activities such as the use of inline skates, skateboarding, etc.
15. Interfering with another person's use of the Library or with a Library staff member's performance of their duties.
16. Petitioning, soliciting or distributing materials.
17. Participating in any illegal or prohibited activity including possession of and distribution/sale of drugs.

18. Gambling in any form or any game of chance or cards where money is exchanged or collected.
19. Unauthorized photographing, videotaping or recording library patrons without their prior permission.
20. Leaving bicycles and other small vehicles unattended at the library entrance rather than in the bike rack on the sidewalk.
21. Engaging in any activity not in compliance with the Library's Internet or Computer Use Policy.
22. Engaging in any activity not in compliance with the Library's Commercial Business Policy.

Library patrons who fail to observe this Code of Behavior or other rules and regulations of the Library may be asked to leave the building or depending on the offense (local, state or federal law) may be subject to arrest. Any Library patron who violates the Library Code of Behavior, rules and regulations will be denied the privilege of access to the facility by the Library Director. Any Library patron whose privileges have been denied may have the decision reviewed by the Library Board of Trustees.

Adopted by the Library Board of Trustees, November 11, 2013  
Amended by the Library Board of Trustees September 13, 2021