

## Standards Of Acceptable Behavior Policy:

All patrons of the Matawan Aberdeen Public Library are expected to use the Library and its resources in a responsible, lawful, and courteous manner. To better serve all library patrons, the Library Board of Trustees has established the following standards of acceptable behavior to maintain an atmosphere which promotes the use and enjoyment of the resources and services of the Library and which protects the safety of the general public, the library staff, and the equipment and materials of the Library.

Any activity which interferes with the rights of other patrons to use the Library, which could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment, material or library property and grounds will be considered disruptive and unacceptable.

Conduct not acceptable in the Library or on Library grounds includes, but is not limited to:

- Engaging in any activity in violation of Federal, State, local or other applicable law or Library policy.
- Using behavior disruptive to the legitimate use of the Library. This includes disorderly conduct, noise or activity, whether intentional or inadvertent, that interferes with the rights of others, physical abuse, abusive or threatening language, and misuse of library equipment or furnishings.
- Using any behavior that disturbs other patrons; for example: talking loudly, staring, or using offensive language.
- Using audible devices set at a volume that disturbs others.
- Using cell phones and other communication devices. Cell phone audible ringers must be turned off.
- Using any behavior that presents an eminent danger to the life or safety of others, including intentional non-emergency activation of alarmed exits or fire alarms.
- Carrying any instrument which could reasonably and commonly be classified as a weapon or a dangerous instrument, or could be reasonably used as means of aggression or defense against another, into the Library or onto Library grounds, unless authorized by law to do so. Any person authorized to carry a weapon must notify Library staff of that fact.
- Soliciting, gambling or panhandling, including distributing printed materials, signing petitions or conducting surveys not authorized by the Library.
- Sleeping, except for young children under the supervision of a parent or caregiver.
- Neglecting to provide proper supervision of children.

- Running, jumping, yelling, or climbing on library property.
- Littering.
- Smoking, or the use of alcohol or any drug constituting a controlled dangerous substance as defined by New Jersey law.
- Bringing animals, insects, and other living organisms into the Library, other than service animals necessary for disabilities, except as authorized by the Library Director.
- Using wheeled devices in the Library or on Library grounds including, but not limited to: skateboards, roller-skates, rollerblades, bicycles, scooters and shopping carts. Exceptions include wheelchairs, walkers, and strollers.

Patrons are required to wear a shirt and shoes in the Library. Patrons whose bodily hygiene is offensive as to constitute a nuisance to other persons, shall be required to leave the building. No person may use the lavatory facilities other than for ordinary and usual use. Bathing and laundering clothes are specifically not permitted.

Library management has the discretion to discard personal items left unattended on Library property in order to preserve a safe environment for library patrons, volunteers and staff.

All bags and other articles are subject to inspection by library staff members. The Library reserves the right to limit the size and number of items brought into the Library.

All patrons must leave the Library premises by closing time, when evacuation of the building is necessary, or at any time when requested to do so by Library personnel.

#### Violation of Standards of Acceptable Behavior:

In the event that a patron violates any of these rules, a staff member will tell the individual that his/her behavior violates the Standards of Acceptable Behavior, and that it must stop.

If the individual continues the behavior, a staff member will inform the patron that he/she will be asked to leave the Library if the behavior does not stop immediately. If the behavior persists, he/she will be asked to leave the Library. If the patron refuses, the police will be called to remove the patron from the premises. Under no circumstances will a library employee touch the patron. The staff member who interacts with the patron, and any staff members who witness the interaction, will complete an incident report.

A patron may be banned from the Library for a specific amount of time. This decision will be made by the Library Director. Notice of the suspension will be mailed by certified mail, return receipt requested, to the last known address of the patron or, in the case of a minor child, to his parents or guardians. A copy of the letter will be kept on file at the Library.

Appeal of the suspension may be made, in writing, to the Board of Trustees, Matawan Aberdeen

Public Library, 165 Main Street, Matawan, NJ, 07747, within ten (10) days of receipt of notice of suspension. The patron, or in the case of a minor child, the parents or guardians, will be notified by the Board of the date and time of the hearing on the notice of appeal.

Multiple activities violating the Standards of Acceptable Behavior executed by the same offender will be considered the second or third offense, even if the action is different.

Adopted by the Board of Trustees, February 9, 2012.