

# Haddonfield Public Library Code of Conduct

The purpose of the Haddonfield Public Library is to serve the people of Haddonfield by providing ready access to information and ideas. Building on a tradition begun in 1803, the Library is a center for lifelong learning, welcoming patrons of all ages, backgrounds and interests. The library's collections and services are dynamic and designed to meet the informational, educational and cultural needs of its users.

The Haddonfield Public Library strives to provide a welcoming, open atmosphere and a comfortable and orderly environment. The Rules of Conduct are adopted to ensure such an atmosphere and environment so everyone can use and enjoy the library facilities, services and collections to the maximum extent possible.

The Code of Conduct has been developed to minimize situations in which any library customer interferes with the legitimate library business of other customers and staff, to protect the safety of all library customers and staff, and to protect library property. Library customers shall respect the rights of other customers. Library staff will make the final determination of what is unacceptable behavior.

The following rules and laws shall be enforced:

- Drinks are permitted, but must be in closed containers. Areas may be designated by the library staff where no drinks are permitted at all, such as near computers.
- Eating is prohibited, except in the meeting room as per meeting room policy
- Smoking is prohibited by State Law, including the use of e-cigarettes
- Being under the influence of alcohol or drugs is not permitted
- No one may carry a weapon into the library unless authorized by law. Any patron authorized to carry a weapon must notify library staff that he/she is carrying a weapon in the library.
- The Haddonfield Public Library adheres to the Americans with Disabilities Act and the New Jersey Law Against Discrimination with respect to service animals. Only service dogs assisting a patron with a disability and that are trained for disability assistance are permitted in the Library
- Soliciting within the library or on library grounds is prohibited
- The library building must not be misused (i.e. using the restrooms as a laundry or a washing facility or using the library as a place to sleep)
- No one may interfere with another person's use of the library or with the library personnel's performance of their duties
- Theft, mutilation or vandalism of library materials or property is against NJ law (NJSA 2C:20-12)
- Conversations must be kept so they cannot be heard outside of your immediate area
- Photographing or videotaping without prior permission of Library Administration and those photographed is prohibited
- Cell phones are not prohibited, but use must be limited and respectful to others in your immediate area
- Personal hygiene must be maintained so it does not interfere with another person's use of the library
- Leaving a youth unattended as outlined in the Policy on Unattended Children in the Library
- You must be wearing a shirt and shoes or comparable footwear
- All library materials leaving the library must be checked out
- Those using the library are responsible for their possessions while in the library. Staff cannot hold, store or be responsible for library users' possessions
- Engaging in any illegal activity not otherwise listed

These are examples of unacceptable behavior and activities:

- Interfering with another person's use of the library or with the library personnel's performance of their duties
- Threatening or physically harming library users or library staff
- Using abusive language toward other library users or library personnel
- Engaging in noisy or disruptive behavior, including running, throwing, loud talking or crying, fighting, jumping, pushing, shoving, staring at another person, following another person about the building, or by behaving in a manner which could reasonably be expected to disturb other persons.

- Playing of personal or library audio equipment so that others can hear it
- Engaging in activity that is not in compliance with the library's Internet Access Policy.
- Attempting to hack into, damage, attach or otherwise exploit or damage library computer hardware, software, or network
- Skateboarding on library property

Any person violating this Code of Conduct or these rules will be asked to adhere to the rules. Anyone failing to adhere to the rules after being so advised will be required to leave the Library for the remainder of the day or be subject to arrest. Persistent or severe violations of these rules may result in suspension of library privileges and access to the library. The Library Director will determine the length of suspension or any conditions for use (e.g. use only if accompanied by a parent or guardian). Any library customer whose privileges have been denied may have the decision reviewed by the Library Director and the Board of Trustees.

Adopted by the Library Board July 21, 1992; revised December 20, 2005; revised August 25, 2009; Rev. and Approved by HPL Bd. of Trustees on April 28, 2015; Rev. and Approved by HPL Bd. of Trustees on February 27, 2018