

ROSELLE PUBLIC LIBRARY DISTRICT POLICY FOR PATRON BEHAVIOR

- I. One of the goals of the Library is to maintain a quiet place for reading and contemplation for the public. To achieve that goal, the Library must protect the rights of individuals who are in the library to use library materials and/or services, protect the rights of staff members to conduct library business without disruption, and preserve and protect library materials and facilities. Therefore, the following rules of behavior have been established.
 - A. All applicable federal, state and local laws and ordinances shall be obeyed, including, but not limited to, those pertaining to use of or selling of controlled substances, gambling, and intoxication.
 - B. Library materials shall be properly checked out before removal from the premises. The Library reserves the right to open and inspect items leaving the library building. Library facilities, equipment and materials shall be handled with care and without abuse or vandalism.
 - C. Quiet, non-disruptive behavior is expected from all Library patrons. Behavior which interferes with the peaceful and orderly management of the Library may result in expulsion from the Library. Such behavior would include, but is not limited to:
 - loud talking;
 - loud use of audio equipment including but not limited to cell phone use;
 - operation of wheeled vehicles or use of wheeled footwear inside the building such as bicycles, skateboards, roller skates, roller blades, etc., except where such use is to afford a disabled person access to the Library;
 - physical, sexual, or verbal abuse of other patrons or of staff members;
 - intoxication or being under the influence of controlled substances, having and drinking alcohol except during Library sponsored events (e.g. Roselle Chamber Business After Hours);
 - bringing any animal into the building except one assisting a disabled or visually impaired person;
 - eating food inside the building, with the exception of Library programs;
 - smoking in the building or use of “electronic cigarettes”;
 - lighting matches, lighters, or other flammables inside the building;
 - entering areas designated for library staff without permission;
 - sounding the fire alarm without cause;
 - entering without shirt or shoes;
 - failing to leave the building upon request at closing time, during an emergency or after causing a disruption by engaging in one of the

above-listed behaviors or any other behavior which interferes with the peaceful and orderly management of the Library.

- D. Permission must be granted by the Board of Library Trustees for any solicitation of funds or distribution of materials not directly connected with the operation of the Library. Permission for such activities will not be granted where disruption of the peaceful and orderly management of the Library or the quiet atmosphere necessary for the accomplishment of the Library's goals would occur. Because such disruption would result from vocal solicitations, explanations or exhortations within the area of the library where patrons are engaged in the use of library materials, studying, or contemplation, permission for such activities in that area shall not be granted. If permission is granted outside the above mentioned areas, Library staff may require that the activity cease should it result in a disruption. No material supporting or opposing political candidates or propositions appearing on a ballot shall be distributed in the library or on library grounds.
 - E. Permission must be granted by the Library staff for the use of photographic equipment such as cameras or video cameras inside the building.
 - F. Staff members shall contact the police when children under the age of fourteen are left without adult accompaniment at the time the library closes. Unaccompanied children pursuant to these rules shall be considered abandoned.
 - G. Adults of any age with mental, physical, developmental, or emotional disabilities, or challenges, which affect basic decision making skills must be continuously accompanied by and supervised by a qualified caregiver.
- II. Any violation of the above rules shall be handled in the following manner:
- A. A staff member shall request that the behavior cease and that the patron follow the Library's policy. A copy of the policy, highlighting the sections which are being violated shall be given to the patron, which will plainly state that a second violation will result in a request to leave the Library.
 - B. If federal, state or local laws or ordinances are involved in a violation or if the violation involves abandonment of children at the Library or if the disruption is such that staff requires assistance to restore the peace and quiet of the Library, police shall be called.
 - C. Persons who continue to violate any policy after being warned shall be required to identify themselves by name, address and phone number and shall be asked to leave the Library. A record of violations resulting in expulsion shall be retained by the Library Director.
 - D. Should any person who has been asked once to leave the Library for violating the policy, return to the Library at any other time and again engage

in any behavior prohibited by these rules he or she shall be asked to leave immediately. The patron asked to leave shall be sent notice to appear before the Library Director and staff member who reported the violation to state reasons why Library privileges should not be withdrawn.

- E. The Library Director may, after giving such opportunity for a hearing, withdraw library privileges from any individual for up to one year depending upon the type and frequency of the disruptions for which the individual is responsible.