

CONDUCT POLICY

1. Purpose

Newark Public Library has established this Library Conduct Policy to ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library users.

2. Broad Rules of Conduct

- Respect yourself and others.
- Respect the property of the library and the property of others.
- Accept responsibility for your actions as individuals.
- Respect the safe and comfortable atmosphere of the library.
- Abide by all applicable local, state, and federal policies and/or laws.

3. Specific Rules of Conduct

The above Broad Rules of Conduct provide the overarching philosophy of the library board's expectation of conduct by patrons in the library. However, to help clarify the library's stance on certain conduct, the library includes the following specific rules of conduct:

Individuals will refrain from:

- Consuming alcohol (except at library sponsored events), transporting or using illegal substances, smoking, using tobacco products or vapor cigarettes, being intoxicated or under the influence on library premises.
- Engaging in excessive or disruptive conversations, talking loudly, using offensive or inappropriate language, behaving in a threatening manner, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users or staff.
- Transporting, using, or storing of any firearms, weapons and/or explosives on library premises, with the exception of law enforcement officers.
- Bringing animals into the library, with the exception of library-sponsored programs. (Service animals as defined by the Americans with Disabilities Act 35.136 are exempt.)
- Not wearing shoes or shirt within the library.
- Using library materials, furniture, equipment or facilities in any manner inconsistent with the customary use thereof.
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
- Interfering with the safe and free passage of library staff or patrons on the premises, including but not limited to the placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons about the library.
- Entering non-public areas of the library without permission.
- Improperly using library restrooms or facilities for purposes such as bathing.
- Taking library materials into rest rooms.

- Selling, soliciting, surveying, panhandling or canvassing for any political, charitable or religious purposes on library premises without prior authorization of the Library Director or designee.

4. Behavior and Supervision of Minors and Children's Areas of the Library

Newark Public Library welcomes children. Parents/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The Library is not equipped—and it is not the Library's role—to provide long-or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

When a child under 11 years of age is unattended or under-attended/ignored Library staff will attempt to contact the parent or guardian of the child. In the event that the parent or guardian cannot be located, staff will contact the Newark Police Department. In the event of an emergency, staff will call 911.

Inappropriate Use of Children's Spaces/Youth Services: Adults are permitted in children's areas of the library when accompanying a child or if the adult is actively browsing or selecting library materials from the children's or teen's area collections. Any adult not in compliance with this provision will be asked to use other areas of the library.

5. Staff Response to Infractions

Violation of these rules is misconduct that can result in expulsion from the library and forfeiture of library privileges. Minor violations of these rules will first result in library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day. However, any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises. Library staff is authorized to contact the Newark Police Department to respond to such situations. Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the library from a week to a year. Staff will follow established procedures. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

*Adopted by the Newark Public Library Board of Trustees, June 9, 2016.
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