

## CONDUCT POLICY

### 1. Purpose

Newark Public Library has established this policy to ensure that library facilities are welcoming, safe, 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. The Library prohibits the following specific activities and behaviors on its premises. Compliance with this Code is expected of patrons of all ages.

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 disruptive conversations, talking loudly, using offensive or inappropriate language, behaving in a threatening or inappropriate manner, using personal devices with excessive volume that is unreasonably disturbing to other library users or staff.
- Engaging or displaying sexual behaviors that may be offensive, inappropriate or disturbing to other library users or staff.
- Transporting, using, or storing any firearms, weapons, and/or explosives on library premises, with the exception of law enforcement officers.
- Entering the library with animals that are not registered as Service animals unless working with a library-sponsored program. (According to the Americans with Disabilities Act 35.136 Service animals are exempt.)
- Unhygienic behavior and or appearance such as but not limited to: lice, bedbugs, excessive dirt or bodily fluids, offensive odors this includes entering the Library not wearing shoes, pants or shirt or removal of clothing within the library.
- Using library materials, furniture, equipment, or facilities in any manner inconsistent with the customary use thereof.
- Recording patrons or patron service areas during normal hours of operation. See the First Amendment Audit Response Policy
- 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 restrooms.
- 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.
- Remaining in the library building after the scheduled closing time. Patrons who have not concluded library business by the scheduled closing time may, with the permission of library staff, remain in the library for a maximum of 10 minutes past closing time. Library business that cannot be concluded within 10 minutes after the scheduled closing time will need to be resumed another day, during normal business hours. Exceptions may be made at the discretion of the Director.

#### **4. Behavior and Supervision of Minors in 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.

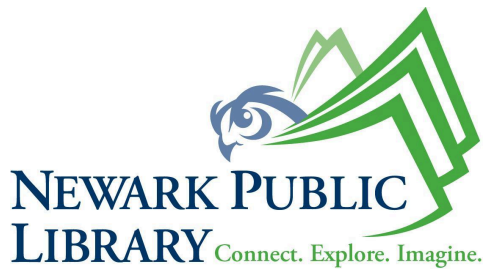
When a child under 11 years of age is unattended or under-attended/ignored by a parent or guardian 18 or older, Library staff will have the child attempt to contact their parent or guardian. Parents or guardians will be contacted by library staff at the request of the child. In the event that the parent or guardian cannot be located, staff will contact the Newark Police Department. In the event of an emergency, staff will call 911.

School-aged youth are welcome to visit the library when school is not in session. If school-aged youth are in the library when school is in session without adult supervision (guardian/ tutor), staff will ask them to leave, they are welcome to return when school is done for the day.

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



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facilities may result in immediate expulsion from the library premises. Library staff are 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 suspended from the library from a week to a year during the course of the suspension individuals are not allowed to enter for any reasons including but not limited to: tutoring and returning of library materials. 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 Library Board of Trustees: June 9, 2016.*

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*Reviewed by Policy Committee: 1/17/2023, 5/15/2024*