



CODE OF 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 and all areas of the library. Enforcement of these rules will be conducted in a consistent, fair, and reasonable manner.

Individuals will refrain from

- Consuming alcohol (except at library-sponsored events), transporting or using illegal substances.
- The prohibition of tobacco products (including smokeless products and e-cigarettes), alcohol, THC products, in the library or within 100 feet of library property:-
- Verbal abuse, threats, and harassment directed at any person in the library. For safety and the preservation of the library environment, staff are directed to immediately refer all such conduct to the library director.
- 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 of any kind, as well as penknives and small blades/tools, are not allowed in the library without permission. The sole exception is on-duty law enforcement officers.
- Entering the library with animals or pets. Service animals are disability accommodation and will be allowed as such. 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.
- Clothing must not pose a safety risk. Shoes must be worn. Shirts covering at least collarbone to navel and a garment covering genitals and buttocks are required for all people.
- 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.
- Limiting access of visitors with aggressive behaviors, including occupying space in the library to ask for money and other donations. Donations may only be solicited at the library with written permission, and such activity must be consistent with a current library program or initiative. This includes both individuals and charities.
- 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.
- Persons who are unconscious in the library or on library property will be woken up and asked to remain awake or required to leave. When a person does not wake up, library staff will call 9-1-1. For safety reasons, the library cannot leave a person unconscious on the premises.
- Use of library property or facilities or on library grounds, including computer hardware and software, printers, copiers, phone and other electronic equipment, for illegal purposes.

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.



Use of Children's Spaces

To conserve resources dedicated to the needs of children. Adults shall not use youth areas without a minor or need for youth collection or services.

Any adult not in compliance with this provision will be asked to use other areas of the library.

Use of Teen Room

The Teen Room is available exclusively to youth ages 11 -17 with a signed Teen Room Agreement during listed hours. The Teen Room is available to the general public outside of the listed Teen Room hours. Patrons utilizing the Teen Room outside the listed Teen Room hours must sit within view of staff at the Children's Desk.

5. Enforcement

The Library will strive to use early intervention to ensure all visitors know and have a chance to abide by the rules. However, for serious or repeat violations, the Library will use the following procedures to impose consequences for failure to follow them.

Immediate removal:

A person deemed to be creating a serious disruption will be instructed to leave the premises by a library employee, security guard, or law enforcement officer. If the person does not leave when so instructed, they may be charged with trespass.

Examples of when immediate removal will be used:

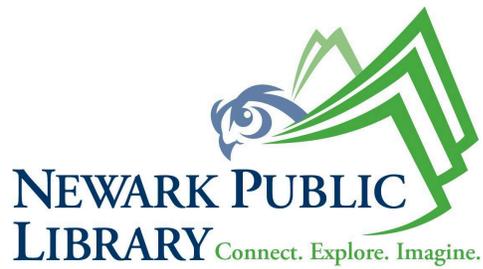
- Immediate removal will be used in response to threats, violence, property damage, aggressive behavior, illegal conduct, serious disruption to others, and failure to remain awake as required by policy (library staff will call 9-1-1 for failure to remain conscious).

Loss of library privileges:

A person whose violation of the Code of Conduct has created a serious disruption may be faced with temporary or permanent loss of access to the library.

When the library denies access:

1. The library shall notify the person via their known contact information, or via hand delivery at the library, of the restriction, why it has been imposed, when it expires, and any conditions for return (restitution, conflict resolution, etc.).
2. The person denied access may appeal to the library director. The appeal should include why the loss of access is inappropriate.



3. A person may always write to the library's board of trustees with any concerns about the process. Because a person's library records are private and the matter addresses access, the board shall consider its response during executive session, however a vote on the matter must be included in the published minutes

Adopted by the Library Board of Trustees: June 9, 2016.

Amended & Approved by the Library Board of Trustees: 12/9/2021; 2/9/2023, 6/13/2024, 5/8/2025, 2/12/2026

Reviewed by Policy Committee: 1/17/2023, 5/15/2024, 1/28/2026