



Pequannock Township Public Library

477 Newark Pompton Tpke., Pompton Plains, NJ 07444
973-835-7460 | pequannocklibrary.org

PATRON CODE OF CONDUCT POLICY

The Library has issued a list of rules for the comfort and protection of all who use the library and for the protection of Library property and materials and personal property. This policy is applicable to all users, visitors, and other persons (collectively, “person(s)” entering the physical premises of the Library, both interior and exterior, and all grounds controlled and operated by the Pequannock Township Public Library and to all persons participating in Library programs or activities, or using Library services, either in person or electronically through the Library’s website and social media outlets.

Library Rules

The Library specifically prohibits any person(s) from interfering with another person’s enjoyment or use of the Library or any of its materials, facilities and services, and from interfering with any Library staff member’s ability to perform their job duties. Examples of specific behaviors which are not acceptable in the Library include:

1. Smoking, spitting, or using tobacco or cannabis products, e-cigarettes, or vaping devices, or consuming, displaying, sharing, selling or using illegal drugs.
2. Entering or using the Library without being fully dressed, including wearing garment(s) covering the upper body, lower body, and shoes or other footwear.



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3. Playing audio, video or other electronic equipment at a volume so others can hear it. The use of headsets is permitted, provided such use does not disturb other Library users, visitors, other persons, or staff members.
4. Using cell phones inappropriately by talking loudly, for more than a few moments or in a manner that disturbs others.
5. Speaking or singing loudly, yelling, making noise, which disturbs others.
6. Harassing Library any user, visitor, other person, or staff member through spoken or written words, gestures, or actions (including extended staring, unwelcome following, or unwelcome touching) using abusive, threatening, obscene or racially or ethnically offensive language, or hate speech, or engaging in other discriminatory or disruptive conduct.
7. Administering corporal punishment or physically abusing or assaulting any person on Library property.
8. Emitting bodily hygiene so offensive as to constitute a nuisance to others or to interfere with others' peaceful enjoyment of the Library.
9. Loitering, littering, or extended sleeping in or around the Library or obstructing access to and within the Library or to any of its resources.
10. Vandalizing the Library's restrooms, or using them inappropriately or for other than their intended purposes, including for laundry, bathing or as gathering places.
11. Engaging in sexual activity or lewd behavior or in inappropriate displays of affection, as determined by Library personnel.



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12. Damaging, defacing, misusing, vandalizing, or stealing Library materials or other property, or property belonging to any Library staff member, user, visitor, or other person, removing Library materials or property from Library premises without proper authorization, or attempting to do any of these actions.
13. Using or abusing furniture or equipment, in a manner in which they are not intended, including standing or lying on tables or chairs, or putting feet on any furniture.
14. Leaving infants, young children or other persons who are in need of supervision unattended. (See Unattended Children policy.)
15. Bringing animals into the Library, except for animals used in approved Library programs and service animals (generally a dog) which is specifically trained to assist an individual with a disability and which accompanies that individual to the Library; emotional support animals are **not** service animals and are not permitted in the Library.
16. Distributing or posting unapproved or inappropriate materials, selling, canvassing, or soliciting anywhere within the Library and/or outside on Library property, including but not limited to for donations, contributions, signatures, and/or materials that are commercial or political in nature, lewd, vulgar, pornographic, obscene, racist, sexist, or which otherwise violate New Jersey or federal law and are not considered protected free speech under New Jersey and/or federal law.
17. Running, skating, rollerblading, skateboarding, cycling, or engaging in horseplay anywhere on Library premises, which may create a risk of harm or injury to individuals or property.
18. Violating any municipal, state or federal law, including laws on assault, harassment, disorderly conduct and reckless



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endangerment. Weapons are not permitted on Library premises to the extent prohibited by law.

19. Eating food anywhere within the building or drinking any beverage from a container without a closeable cover (for example, water bottles with caps are permitted), unless it is part of an approved Library program.
20. Entering staff only or other unauthorized areas of the Library without permission.
21. Disobeying or disregarding the direction of Library staff members.
22. All visitors to the Library are expected to observe all personal safety restrictions mandated by the government during a public health emergency, and to comply with staff directives relating to safety while using Library services.

Bags and Personal Items

Personal belongings brought into the Library should not be left unattended. Unattended items may be removed from Library premises. Law enforcement agencies may be called, as appropriate.

The Library shall not be responsible for any personal items which are lost, stolen or damaged on Library premises.

This Code of Conduct shall be posted or made available in the Library.



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Violations and Enforcement

Anyone who violates these rules after verbal warning by a Library staff member and fails to heed such warning will be asked to leave the Library's premises and property for the remainder of the business day, or cease participating in the on-line Library program or activity, and not return for the balance of the day. Violators also may have their Library privileges temporarily suspended for a number of days, weeks, months, or longer, depending on the circumstances and the specific infraction. Anyone who refuses to leave the Library's premises or property or online activity may be involuntarily removed and may be subject to arrest and prosecution for criminal trespass. Persons engaged in activities in violation of municipal, state or federal laws may be subject to arrest and prosecution.

Repeated or serious violations of this Code of Conduct shall be cause for more severe penalties, which may include short term or long term suspension of a user's Library card and associated privileges, and/or suspension of the individual's right to enter the Library's premises, and in extreme cases, permanent suspension of all Library privileges. The Library Director shall have the authority to determine what, if any, penalty will be imposed in each situation. Any person receiving a suspension of privileges under this policy may submit a written appeal of the Library Director's decision to the Library Board of Trustees within twenty (20) calendar days following imposition of the penalty. The decision of the Board of Trustees on such appeals shall be final and binding on the individual and the Library.

Adopted: by the Library Board of Trustees – April 16, 2025