



Bergenfield Public Library Code of Conduct
Revision Approved by Board of Trustees September 12, 2024

In order to create a safe and comfortable environment, conducive to appropriate use of services and facilities of the Bergenfield Public Library, the public is required to comply with the following rules for conduct in the Library.

1. Participating in any illegal activity on library premises, including buildings and grounds, is prohibited.
2. All persons, including children over the age of two (2) and dependent persons and their caregivers, are required to comply with any current Executive Orders relating to public health requirements, including, but not limited to, those that may mandate the use of facial coverings, maintaining social/physical distancing and/or occupancy limitations. Failure to abide by any such Executive Order will constitute a violation of the Library's Code of Conduct set forth in the Library's Conduct policy and may subject offending persons to penalties, including the suspension or revocation of Library privileges. Conduct that constitutes a public health nuisance or public health hazard is prohibited.
3. Users of the library must respect the rights and privileges of all other users. Any behavior which inhibits or interferes with the use and enjoyment of the library by others and behavior that interferes with library employees in the performance of their duties, is prohibited. Conduct on library premises, including buildings and grounds, must be appropriate for a public institution. Conduct will be regarded as improper if it includes one or more of the following:
 - a. Creating a public disturbance, including loud talking, making noise, rude language, running, pushing, fighting, jumping off the "bridge" and skateboarding or riding a bicycle inside the building
 - b. Mutilating, stealing, damaging or defacing library materials, library building and grounds or personal property. The misuse or abuse of library furniture, equipment or technology which violates established procedures is prohibited.
 - c. Eating or drinking except at times and in places so designated
 - d. Smoking or vaping any substance, striking a match or lighting a lighter in the library building
 - e. Using, distributing or selling any controlled substance
 - f. Intoxication or behavior leading to suspicion of intoxication
 - g. Using any audio or video device, including cell phones and computers, without earphones or in such a way that it might disturb other library users
 - h. Gambling
 - i. Littering
 - j. Blocking or in any way interfering with the free movement of any person or persons, including entering and exiting the building, or with the use of the library building, materials or services
 - k. Rearranging or relocating any library furniture, or equipment, from one location to another
 - l. Harassing, threatening or disturbing other patrons or staff members by using abusive or obscene language, staring, stalking, making unreasonable noise, sexual harassment or sexual activity or any other unacceptable behavior as determined by library staff
 - m. Committing an assault, threatening assault or in any way endangering the safety of another person
 - n. Carrying unauthorized weapons of any kind
 - o. Failure to wear proper attire, including shoes and shirt
 - p. Engaging in indecent or obscene conduct or making any indecent exposure of his/her person



- q. Using computers to display sexually explicit graphics or materials that are obscene, pornographic or harmful to minors
 - r. Entering non-public areas without permission
 - s. Remaining in the building after regular library hours unless so authorized
4. Restrooms must be used for their intended purpose. Restrooms are not intended to be used as a laundry or bathing facility.
 5. Animals may not be brought into the building, except to assist a person with a disability or for a library program.
 6. Any materials removed from the Library must be checked out in accordance with established procedures.
 7. Photographs may not be taken on the library premises without the express permission of library administration and the permission of the library users to be photographed.
 8. Children should not be left unattended on library premises. (See Library policy on Unattended Children.)
 9. Adults may visit the Children's Room only when accompanied by children using this area or retrieving materials for research or check out. Unaccompanied adults who are retrieving materials for research or check out may not remain in the Children's Room to review the materials, but instead should take them to the adult section of the library to review. Adults may not participate in library programs organized for children and teens unless parental/caregiver attendance is required or the program is offered as a family program. Unaccompanied adults may be asked by library staff to use the facilities, services, and equipment in the adult section of the library. This reflects the library's concern for the safety of children in the library.
 10. Solicitation on library premises is prohibited unless approved in writing in advance by Library Administration as a library event or fundraiser.

Any patron not abiding by these or other rules and regulations for Conduct in the Library shall be subject to the following sanctions:

1. The patron may be asked to refrain from the offending activity. If the patron persists in the offending activity, or if the activity involves any illegal activity, viewing pornography, threatening patrons or staff or intoxication, the patron will be asked to leave the library for the day.
2. If a patron continues to violate these rules and regulations or if the offending activity includes any illegal activity, viewing pornography, threatening patrons or staff or intoxication, the patron's library privileges will be suspended by the Director or his/her designee. Further, the patron's library privileges may be revoked by the Library Board of Trustees upon notice.
3. A patron who has had his/her Library privileges revoked may appeal to the Library Board of Trustees requesting that privileges be reinstated.
4. If a patron's privileges are suspended, the patron may not enter the library during the term of suspension. If the suspended patron does enter the library, they will be asked to leave and be escorted out by the police.

Library employees are authorized to contact the Bergenfield Police to ensure the safety and well-being of other library users and employees and to protect library property.