

# **Cranbury Public Library**

## **Library Use Policy**

### **Introduction**

The Cranbury Public Library seeks to provide a safe, pleasant and productive environment for library users to study, research and enjoy the library's resources and programs. It is the intent of the Cranbury Public Library to allow library patrons to use the library's facilities to the maximum extent possible. To achieve this goal, library users must respect the rights, needs and privacy of other library users and adhere to the following Code of Conduct. While in the building, patrons shall be engaged in activities associated with the use of a public library. The requirements set forth in the Use Policy are especially important because the Cranbury Public Library shares space with the Cranbury Public School. Patrons not engaged in reading, studying, using library materials, or engaged in library activities may be required to leave the building.

### **Code of Conduct**

The actions detailed below and any other actions that conflict with the goal of creating a safe, pleasant and productive library environment are unacceptable. Patrons shall respect the rights of other patrons and shall not harass or annoy others. The purpose of the Library Use Policy is to foster an orderly atmosphere. The library is not to be used as a lounge or a shelter.

### **Library User/Staff Rights**

To ensure that the library provides an enjoyable and productive environment the following are prohibited:

- Acting in a deliberately offensive, threatening, harassing or abusive manner.
- Creating an intimidating or hostile environment, including staring or stalking, of other library users or staff.
- Interfering with library staff's performance of duties or library users' legitimate use of the library.
- Violating library user or staff privacy.
- Making noise at a volume that interferes with library users' enjoyable and productive use of the library.
- Using cell phones/pagers to make or receive calls/messages.
- Engaging other library users or library staff in unwanted conversation.
- Maintaining a level of personal hygiene that interferes with other library users enjoyable and productive use of the library.

### **Personal Safety**

To ensure safety in the library the following are prohibited:

- Carrying weapons.
- Running, shoving or fighting.
- Obstructing the library entrance or other library access.
- Placing briefcases, backpacks, strollers, musical instruments and other possessions in a location that block library user access or use of library resources.
- Bringing animals other than guide animals accompanying physically challenged library users into the library or having them unleashed or unattended in the library surroundings.
- Bringing bicycles, roller skates/blades, skateboards, scooters or the like into the library.
- Bringing water pistols/guns, balls, balloons or other toys or sporting goods into the library.
- Leaving by emergency exits or causing an alarm to be set off except during actual emergencies.

## **Library Property**

To safeguard library property for the enjoyment of library users the following are prohibited:

Stealing, damaging, concealing, altering, degrading or making unauthorized use of library property'.

Using furniture or facilities for other than their intended purpose.

Entering unauthorized areas of the library, remaining in the library after closing or during emergencies, or refusing to leave when requested by library staff.

## **Legal/Library Regulations**

To ensure compliance with legal and library regulations the following are prohibited:

- Violating federal, state, or local laws and regulations or library policies and procedures.
- Violating copyright laws.
- Selling, distributing or using tobacco products, alcohol, or illegal substances in the library or its surroundings or entering the library intoxicated.
- Displaying, distributing or printing text, images or graphics that are harmful to minors, harassing, defamatory, obscene (as defined in section 1460, title 18 of the US Code and New Jersey Statute 2C: 34-2 and 3), or child pornography (as defined in section 2256, title 18 of the US Code and New Jersey Statute 2C: 24-4).
- Engaging in sexual activity prohibited by New Jersey Statutes 2C: 14-1 through 2C: 14-8 or engaging in any other form of sexual activity inappropriate to a public location.
- Being incompletely clothed
- Eating, drinking or chewing gum in the library except as authorized by library staff as part of a library sponsored program.
- Soliciting, selling, or using the library for commercial purposes.
- Conducting surveys, distributing literature/flyers, circulating petitions, requesting donations, giving speeches/lectures unless authorized by the library as part of a library sponsored program.

If during the school day a situation arises in the library that is in violation of the Cranbury School Code of Conduct or Cranbury School Policy a member of the school administration will be notified.

## **Children at the Library**

The Cranbury Public Library encourages children to use and enjoy its facilities and programs. While the Cranbury Public Library and its staff endeavor to make the library a safe environment safety remains a concern and children can be at risk even in a library. Parents and guardians leave children unattended at the library at the parents'/guardians' discretion and sole responsibility.

It is also the responsibility of parents/guardians to ensure that their children behave appropriately. Children who are disruptive or destructive will be asked to leave the library.

## **Unattended Children**

In the event that children are unattended at the library:

- Children wishing to leave the library cannot be legally detained by the library or its staff.
- Library staff cannot monitor or supervise the activities of children.
- At normal or emergency closing time or in the event that an unattended child has a medical emergency, library staff will attempt to contact the child's parent(s) or adult guardian to have them pick up the child. Children should know how to contact parents or guardians.
- If the parents or adult guardian cannot be contacted or cannot immediately take custody of the child, the Cranbury Police will be notified.

## **Loss of Library Privileges**

The Cranbury Public Library reserves the right to request library users to leave the library and to deny library users subsequent access at its discretion. Library users refusing to leave or trying to regain access after library privileges have been removed will be referred to the police. Library users who engage in actions that potentially violate federal, state or local law or regulations may also be referred to the police.

Library users are responsible for all direct and indirect damages resulting from their actions. Parents and guardians are also responsible for all direct and indirect damages resulting from the actions of their children

Extended or permanent removal of library privileges and fines/penalties may be appealed to the Cranbury Public Library Board of Trustees by following the Cranbury Public Library Appeal Process.

The Cranbury Public Library Board of Trustees will periodically review and update this policy.  
Policy Approved by the Cranbury Public Library Board of Trustees August 9, 2001.  
Policy updated 3/13/08.