Patron Code of Conduct

To better serve all library patrons, the Library Board of Trustees has established certain standards of acceptable behavior to maintain an atmosphere which promotes the use and enjoyment of the resources and services of the library and which protects the safety of the general public, the library staff as well as equipment and materials.

Conduct not acceptable in the library or on library grounds includes, but is not limited to: engaging in any activity in violation of Federal, State, local or other applicable law, or library policy.

Behavior disruptive to the legitimate use of the library. This includes lude behavior, disorderly conduct, noise or activity, whether intentional or inadvertent, that interferes with the rights of others, physical abuse, abusive or threatening language and misuse library equipment or furnishings.

Any behavior that harasses or annoys others, such as staring at another person with the intent to annoy, following another person about the building with the intent to annoy, singing or talking to others or in monologues, or behaving in a manner which reasonably can be expected to disturb others.

Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers and general technology in a manner that disturbs others. Cell phone and pager audible ringers should be set to silent or vibrate mode if turned on inside the library.

No person may carry any instrument which could reasonably and commonly be classified as a weapon or a dangerous instrument, or could be reasonably used as means of aggression or defense against another, into the library or onto library grounds, unless authorized by law to do so.

Sleeping, except for young children under the supervision of the parent or caregiver.

Use of tobacco, vape or e-cigarettes products in library facilities.

Be under the influence of alcohol or drugs or engage in any manner of substance abuse that would interfere with the use of the library by other patrons, or interfere with library employees' performance of their duties.

Violate the privacy of others in the library, including intentionally capturing the images of others by photograph or video without their consent.

Use another patron's library card and/or account number for any fraudulent purpose.

Use obscene or threatening language, words or actions otherwise likely to provoke an immediate reaction which may lead to confrontation or violence.

Create obstructions to the free flow of pedestrian traffic with their personal items or by moving library furniture, power cords or materials in any aisle, walkway, library entrance or exit or sidewalk.

Steal, deface, mar, destroy or make inoperable library property.

Manipulate or interfere with library computers, software, library data, networks, audio/visual equipment settings, office machines and/or print management systems.

Enter or occupy staff-designated areas without permission and/or a staff escort.

Enter or remain inside library facilities before or after posted hours of operation without permission of the Library Director and/or the Board of Trustees.

Engage in gambling, selling, operating a business, panhandling or soliciting, including distributing printed materials, signing petitions or conducting surveys, except by permission of the Library Director and/or the Board of Trustees.

Animals may not be brought into the library except: those used in library programming, working animals (as defined by ADA law) or animals used by law enforcement.

Using wheeled devices in the library or on library grounds including, but not limited to, skateboards, roller-skates, heely-type shoes, bicycles, scooters and shopping carts. Exceptions include wheelchairs, walkers and strollers.

Patrons are required to wear shirts and shoes in the library.

Patrons, whose bodily hygiene is offensive so as to constitute a nuisance to other persons, shall be required to leave the building.

No person may use the lavatory facilities other than for ordinary and usual use. Bathing and laundering clothes are specifically not permitted.

Library management has the discretion to discard personal items left unattended on library property in order to preserve a safe environment for library patrons, volunteers and staff.

All bags and other articles are subject to inspection by library staff members. The library reserves the right to limit the size and number of items brought into the library.

Individuals violating any of these rules may be asked to leave by the staff member in charge. They may also, in appropriate circumstance, have their library privileges revoked or suspended by the Library Director and/or be subject to legal proceedings. A written appeal of such revocation or suspension can be submitted to the Director of the East Hanover Public Library to be reviewed the Library Board and attorney if warranted.

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