



# HILLSDALE FREE PUBLIC LIBRARY

509 Hillsdale Avenue, Hillsdale, NJ 07642

## RULES OF CONDUCT

The Library welcomes and supports the Hillsdale community by providing information, education, and cultural resources in a safe and pleasant environment, conducive to reading and learning. The Library building and grounds, resources and equipment may not be used to participate in any illegal or prohibited activity. Patrons shall not violate any Federal, State, County, or local statute or ordinance.

To maintain personal safety, please do not

1. Leave a child unattended at the Library. Please refer to the unattended child policy.
2. Request staff to protect or monitor children, adults needing care or personal belongings.
3. Film, photograph or interview patrons within the library, unless approved by the Library Director.
4. Smoke, strike matches or light lighters within fifty (50) feet of the library building.
5. Possess, sell, distribute, consume, or be under the influence of alcoholic beverages or controlled substances.
6. Bring animals into the Library, except service animals to assist patrons with disabilities.
7. Wear inappropriate attire (Shirt and shoes are required).
8. Skateboard or ride bicycles on the patio or walkways around the building.

To preserve a peaceful and pleasant environment, please do not

9. Harass and/or act abusive, in any manner, towards other Library patrons or staff.
10. Panhandle or solicit.
11. Carry a weapon into the Library, unless authorized by law.
12. Use computers and/or internet to display sexually explicit and/or lewd materials, including, but not limited to materials which are obscene, pornographic and/or inappropriate or harmful to minors. Please refer to the internet policy.
13. Engage in disruptive conduct including loud talking, rude language, making noise, running, pushing, fighting, or inappropriate, lewd and/or immoral conduct. This also includes the use of loud, offensively coarse and/or abusive language.
14. Interfere with another person's use of the Library facilities, materials or services or with the Library personnel's performance of their duties.
15. Talk on cell phones inside the building (silent mode non-talking and texting are permitted).
16. Play audio equipment so that others can hear it.
17. Engage in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include reading, studying, and using library materials.

To protect our facility and holdings, please do not

18. Steal, damage, deface, destroy or vandalize Library materials, premises or equipment.
19. Misuse the restrooms, e.g. as a laundry or bathing facility.
20. Use fire exits, except in an emergency.
21. Open / close windows.
22. Move or misuse furniture, e.g. sitting on tables or putting feet on chairs.
23. Enter non-public areas without permission.
24. Eat food in the library. Drinking beverages in lidded containers is permitted, except at the public computers.
25. Place bicycles anywhere on the Library property other than the bicycle rack.
26. Vandalize cars and/or other real or personal property/items in the library parking lot or anywhere else on Library property, including the building and/or grounds.

Library patrons violating any of these rules are subject to immediate loss of library privileges and/or legal proceedings, which may include police intervention and arrest. Longer term loss (suspension or revocation) of library privileges shall be determined by the Library Director through a written notice, to be delivered in person within the Library and/or sent by certified mail to the patron's last known address.

Patrons who wish to appeal their loss of privileges may submit a written letter of appeal to the Library Director within ten (10) days of the Director's notice. Written appeals shall be promptly forwarded to the President of the Hillsdale Library Board of Trustees, who will convene a committee and make a determination within thirty (30) days. The decision of the President's Committee is final.

Adopted May 13, 2013. (We credit the Ridgewood Public Library and Madison Public Library for the majority of this policy language)