

Section 7: Safety & Security Policies

7B | Conduct in the Library

Purpose

The purpose of this policy is to ensure the Library's expectations for the conduct of all who visit or make use of the Library's spaces, collections, services and programs (whether in person or remotely) are clearly communicated. The intent of the Board and staff is to provide and maintain a pleasant and productive environment for all of the Library's occupants. All patrons shall have a fair and equitable opportunity to the respectful use and enjoyment of library services, materials, and spaces without being subjected to unreasonable interference or disturbance by others.

Code of Conduct

The Library is a shared, public space. The Library's collections and services are for the greater Roselle community to make use of for educational, entertainment, personal and professional purposes. All Library users, visitors, personnel, and contractors are expected to: follow all applicable federal and state laws, and local ordinances; follow all Library policies and procedures; maintain orderly conduct and refrain from disrupting peaceful Library operations; and ensure their actions are not disrupting others' use and enjoyment of the Library.

In the case of any Library user or visitor with intellectual or physical disabilities or circumstances which would otherwise make adhering to the Library's standard of conduct difficult or impossible, those users should be accompanied or directly supervised by a qualified caregiver while using the Library.

All Library users can expect to do the following when accessing library services:

- Receive courteous service by staff in person and remotely; Register for a library card account and borrow materials without undue hassle or delay;
- Have issues or problems addressed and resolved by staff as quickly as possible;
- Read, study, make use of library equipment or personal devices, sit peacefully, have a

Adopted: 4/14/99

Latest Revision: 6/18/26

Previous Revisions/Reviews: 4/13/22, 2/13/19, 3/13/13, 10/12/11, 2/08/06



discussion with others, participate in programs and events; and

- Enjoy a safe, clean, comfortable, and reasonably quiet building.

For the comfort and safety of patrons, personnel, and visitors, and the protection of Library property, **the following actions are examples of conduct not allowed on Library premises:**

1. In relation to activities governed by laws and library policies:

- a. Engaging in any activity that violates Federal, State, local or other applicable law or ordinance, or Library policy.
- b. Violation of acceptable online behavior pertaining to the Library's social media sites pursuant to the Library's Social Media Policy.

2. In relation to weapons, and hazardous objects and materials:

- a. The possession or use of weapons while on Library property and in the course of Library-related activities except for law enforcement and/or security personnel while engaged in official duties. Weapons include:
 - Any pistol, revolver, shotgun, rifle or other firearm, BB or pellet gun, Taser or stun gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length, nunchaku and metal knuckles, or other similar weapon that is capable of causing death or bodily injury and is commonly used with the intent to cause death or bodily injury; and
 - Any concealed weapon, except a weapon or firearm which may be transported into a parking area within a person's personal vehicle if the weapon or firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle or a weapon or firearm carrying box, shipping box or other container. The weapon or firearm may only be removed for the limited purpose of storage or retrieval from

Adopted: 4/14/99

Latest Revision: 6/18/26

Previous Revisions/Reviews: 4/13/22, 2/13/19, 3/13/13, 10/12/11, 2/08/06



within the trunk of the vehicle. A weapon or firearm must first be unloaded before removal from the vehicle.

- b. Bringing hazardous materials and substances onto Library premises except for Library business. This includes a substance or combination of substances which may cause or contribute to an increase in mortality or an increase in serious illness or pose a present or potential threat to human health, safety or welfare or to the environment when improperly stored, transported, used or disposed of or otherwise managed. These substances considered to be hazardous materials shall include, but not be limited to:
 - o Any explosive or flammable material which might endanger the health of patrons and staff or the general safety of the Library, such as any kind of ammunition or munitions or related mechanisms, gases and gas containers, flammable liquid fuels, any kind of firework, paint containers and materials.
 - o Any chemical or toxic substance, such as acids and alkalis, corrosive or bleaching substances, disabling or incapacitating sprays, radioactive materials, poisons.
 - o Infectious or biologically hazardous materials, such as contaminated blood/bodily fluids, bacteria, and viruses.
3. In relation to specific behaviors and activities:
- a. Being under the influence of alcohol and/or drugs, and/or selling, using, or possessing alcohol, cannabis, or illegal drugs.
 - b. Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and engaging in or soliciting any obscene acts, such as sex acts and indecent exposure.
 - c. Viewing of or listening to material which may be disturbing or offensive to others within viewing or hearing distance.
 - d. Failing to provide proper supervision of children.
 - e. Distribution of leaflets, survey-taking, collecting signatures on petitions, solicitation, fundraising, proselytizing, and similar activities inside the Library building.

Adopted: 4/14/99

Latest Revision: 6/18/26

Previous Revisions/Reviews: 4/13/22, 2/13/19, 3/13/13, 10/12/11, 2/08/06



- If engaging in these activities on library grounds, patrons may not be disturbed by such activities as they enter or exit the building. Activities such as the aforementioned list must be conducted at least 15 feet from the Library's main entrance.
- f. Disruptive behavior such as fighting or challenging to fight, pushing, shoving, throwing things, rowdiness, running, excessive noise, vandalism, or such behavior not in accordance with the normal use of the Library.
- g. Creating disruptive noises such as loud talking, screaming, or striking library furniture or equipment.
- h. Gambling.
- i. Littering.
- j. Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the Library by other users.
- k. Using audible devices without headphones or with headphones set at a volume that disturbs others.
- l. Using smart glasses or other wearable technology in a way that violates privacy or any other library policy, local ordinance, or law.
- m. Cell phone and other electronic device usage that impinges the rights of others or causes disruption.
- n. Smoking, the use of chewing tobacco, and electronic smoking devices, including vaping.
- o. Entering the Library with equipment or devices (other than mobility assistance devices) that present a hazard, including bicycles, e-bicycles, scooters, e-scooters, grocery carts, and skate boards.

4. In relation to the Library's collections, furnishings, equipment, and spaces:

Adopted: 4/14/99

Latest Revision: 6/18/26

Previous Revisions/Reviews: 4/13/22, 2/13/19, 3/13/13, 10/12/11, 2/08/06



- a. Mutilation of library materials by marking, underlining, removing pages, removing electronic detection devices, or in any way defacing library property. This includes, but is not limited to: furnishing, walls, machines, elevators, etc.
- b. Making significant alterations to the placement of furniture in public areas.
- c. Monopolizing certain equipment/resources such that other patrons are unable to make use of them as well.
- d. Removing library materials without Library staff authorization.
- e. Concealing library materials for the exclusive use or non-use by an individual or group.
- f. Tampering with or intentionally damaging library computer hardware, software, printers, operating systems, or other associated equipment.
- g. Entering unauthorized areas, remaining in the building after closing or when requested to leave, e.g. during emergency situations or due to disruptive behavior.
- h. Entering the Library with uncovered beverages. Examples of acceptable covered beverages are coffee cups with lids, water or soft drink bottles with caps.
- i. Consumption of food in public areas of the Library, beyond what could reasonably be considered a snack (e.g. pre-packaged food item in a wrapper or sealed container), is not allowed outside of programs and events.
- j. Lying prone on furniture or on the floor.
- k. Shaving, bathing, and laundering clothing in the public restrooms.

5. In relation to the Library's Youth Services Department:

- a. The Youth Services Department is an area designated primarily for the use of minors and their caregivers. Adults who are unaccompanied by a minor child or legal ward are generally prohibited from this area; unless they are offering tutoring services to a minor, selecting materials for a minor, or browsing for materials in the department's collection.



- b. The Youth Services Department holds programs that are primarily for minors under the age of 18. Adults aged 18 and older are prohibited from attending these programs unless they are the parent, legal guardian, or caregiver accompanying their minor child or ward.

6. In addition to all the above:

- a. Patrons whose peaceful use of the Library is disturbed by another patron's actions must notify staff immediately. Staff will attempt to remedy the situation calmly and professionally, and escalate to management staff and/or the police as needed.
- b. The Library reserves the right to inspect the contents of all bags, purses, briefcases, and backpacks, etc. for library materials.
- c. Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted in the library or on library property or at any related events.
- d. Patrons are not permitted to leave personal belongings inside when they leave the building. The library is not responsible for any loss of a patron's personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted in the library or on library premises.
- e. Service dogs and service miniature horses are allowed in the Library, per the Americans with Disabilities Act. Any animal that would otherwise be considered a pet, unless participating in a Library-sponsored program, is not allowed in the Library. For more information see the Service Animals Policy.
- f. Animals, other than specifically trained and clearly identified animals used as aids by persons with disabilities, are not permitted in the library.
- g. Roller skates, roller blades, skateboards, heeled shoes, and heeled-type shoes, cleats and other similar equipment may not be worn in the library or used on library property.
- h. Patrons whose bodily hygiene is so offensive as to constitute a nuisance to others may be requested to leave the building.

Adopted: 4/14/99

Latest Revision: 6/18/26

Previous Revisions/Reviews: 4/13/22, 2/13/19, 3/13/13, 10/12/11, 2/08/06



- i. Patrons must be fully clothed when using the Library, including appropriate footwear. Swimwear is not considered appropriate attire in the Library.
- j. The Library reserves the right to impose time limits upon continuous use of library equipment.

Conduct Violations

In the event any Library patron, visitor, personnel, or contractor does not adhere to this policy, a Library staff member shall request the behavior cease immediately and cite this policy and its relevant sections.

Multiple or repeat infractions may be met with a request to leave the Library until the next day. If a situation warrants, Library staff may call local law enforcement for assistance. In severe or extreme cases, the Executive Director may revoke Library use for a specified amount of time, within reason, and not to exceed a period of one (1) year without approval from the Board of Trustees.

Notwithstanding the foregoing provisions, any person may, with or without prior notice or warning, be immediately removed from the Library or blocked from its online library sites if their presence or conduct on the premises or online poses an immediate and imminent danger to any person or property; or violates acceptable online behavior as described in the Library's Social Media Policy.

Persons whose library use privileges are revoked for more than one (1) month pursuant to the above rules may appeal to the Board of Trustees by communicating in writing within thirty (30) days after the library's mailing of notice of revocation of privileges. The board shall receive and review the appeal at the next regularly scheduled meeting and respond in writing within ten (10) days following the meeting.

The Board of Trustees reserves the right to amend this policy at any time.

Adopted: 4/14/99

Latest Revision: 6/18/26

Previous Revisions/Reviews: 4/13/22, 2/13/19, 3/13/13, 10/12/11, 2/08/06