

MILLBURN FREE
PUBLIC LIBRARY

200 Glen Avenue • Millburn, NJ 07041 • Tel: 973-376-1006 • Fax: 973-376-0104

www.millburnlibrary.org

Code of Conduct

The Millburn Free Public Library strives to provide a pleasant environment for all patrons. In an effort to enable all to use the library and its resources in a comfortable and fair manner, the Library has established this Code of Conduct applicable within the facility and on its grounds.

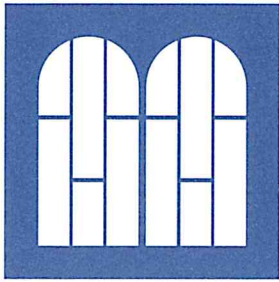
Unacceptable behavior includes, but is not limited to:

1. Loitering, littering, sleeping or obstructing access to the library or its resources.
2. Defacing, misusing or theft of library property.
3. Eating food outside of designated areas. No open-top beverages. Alcohol is prohibited. Covered containers, sports bottles, bottles with screw-on caps and baby bottles are permitted.
4. Using any tobacco products.
5. Engaging in running, horseplay or other action or behavior that can be perceived as a danger or threat to yourself or others.
6. Unreasonable noise levels, including loud talking, disruptive conversations, excessive cell phone noise and use of audio equipment without earbuds or headphones or at a volume that would be seen as a disturbance to a reasonable person.
7. Surveying, soliciting or interviewing patrons or staff without permission from the Director or, in his/her absence, the staff member in charge.
8. Photographing library premises, patrons or staff without permission from the Director or, in his/her absence, the staff member in charge.
9. Bringing animals into the library, except for trained (or in-training) service animals or animals related to a specific library event.
10. Interfering with another's use of the library or with the staff's performance of their duties.
11. Leaving children or adults who are in need of supervision unattended. Please see the library's policy on unattended children for additional information.
12. Any other disruptive, inappropriate or unlawful behavior, including but not limited to "Disorderly Persons Offenses" set forth within Millburn Township Code, Chapter 3-25.

Proper attire is required, including shirts and shoes. No wet bathing suits and no cleats.

Individuals who violate the Code of Conduct will be asked by staff to comply with the code. If they do not correct their behavior, they will be asked to leave the premises. If they do not leave the premises when asked, the Millburn Police will be called.

Notice: Video surveillance is in use on these premises.



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Policy on Unattended Children

Children under the age of 7 years must be accompanied by a parent/caregiver at all times, unless they are in a specific program that does not require the presence of an adult. However in that instance the parent/caregiver must remain in the library.

Children between the ages of 7 and 9 years may be left unattended in a section of the library, but the parent/caregiver must remain in the library.

Children over the age of 9 years may be left unattended in the library without a parent/caregiver present. However it is up to the parent/caregiver and child to make appropriate arrangements for pickup before the library closes. (Library phones are not to be used for making these arrangements).

If a child is left unattended at the library's closing time, 2 staff members will remain with the child. Staff will attempt to reach the parent/caregiver. If an adult cannot be reached or if an adult is unable to pick up the child within 15 minutes, the library staff will call the police. At no time will a staff member drive a child home, even if requested by the parent.