Code of Conduct

Approved by the Board of Trustees on September 21, 2023

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.

The Library specifically prohibits any patron or visitor to the Library from interfering with another person’s use of the Library or with any Library staff member’s ability to perform their duties. Some examples of the types of behavior that would be unacceptable, particularly if it interferes with another person’s use of the Library or a staff member’s performance of job duties include, but are not limited to:

1. Loitering, littering, sleeping in or around the Library or obstructing access to and within the Library or to any of its resources.
2. Defacing, misusing, vandalizing, or theft, or attempting any of these actions, of Library property, or property belonging to any Library staff, patron or visitor to the Library. Using or abusing furniture or equipment, in a manner for which they are not intended, including standing or lying on tables or chairs, or putting feet on any furniture.
3. Eating food outside of designated areas. No open-top beverages. Covered containers, sports bottles, bottles with screw-on caps and baby bottles are permitted.
4. Consumption or possession of alcohol and possession, use, and/or distribution of marijuana or any controlled substance, and the use of any tobacco products all are prohibited.
5. Engaging in running, horseplay, skating, rollerblading, skateboarding, 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 considered as creating a disturbance to a reasonable person.
7. Surveying, soliciting or interviewing patrons or staff, or distributing or posting any materials without permission from the Director or, in his/her absence, the staff member in charge.
8. Photographing, filming or otherwise recording Library premises, patrons, visitors, or staff without prior permission from the Director or, in his/her absence, the staff member in charge, and/or the person being photographed, filmed or otherwise recorded.
9. Bringing animals into the library, except for trained (or in-training) animals related to a specific library event, and service animals (dogs) specifically trained to do work or perform tasks for the benefit of an individual with a disability.

10. Leaving children or adults who are in need of supervision unattended. Please see the library's policy on unattended children for additional information.

11. Use of Library restrooms for bathing, washing hair and cleaning clothing/doing laundry.

12. Entering any “staff only” areas of the Library unless invited by a staff member.

13. Engaging in sexual activity, contact, or any act of lewdness or exposure.

14. Engaging in any activity that is objectively offensive or creates an intimidating or hostile environment for Library staff and patrons, including bullying and cyberbullying, and verbally, physically or sexually harassing or assaulting Library patrons or staff or other persons.

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

16. Patrons are expected to observe all personal safety restrictions mandated by the government during a public health emergency while using library services. Restrictions may include, but are not limited to:
   - Wearing a face mask or covering inside the Library, except if unable to do so for medical reasons;
   - Complying with social distancing guidelines, including maintaining six (6) feet of distance from all other persons, and by observing directional signage and social distancing markers;
   - Adhering to maximum occupancy limits in the building;
   - Complying with staff directives relating to safety and social distancing.

17. 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 or other covering of their upper bodies, covering of their midsection between waist and thighs, 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 the violators 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.

Any patron who violates the library Code of Conduct, or other rules and regulations may be subject to temporary, short term or long term suspension, or permanent revocation, of the privilege of access to the Library and its services, as determined by the Library Director. Any Library patron whose privileges have been suspended or revoked may submit a written request to have the decision reviewed by the Board of Trustees.

Notice: Video surveillance is in use on these premises.