ROSELLE PUBLIC LIBRARY
GENERAL RULES OF BEHAVIOR

The Roselle Public Library welcomes everyone to use our facilities, resources and the grounds surrounding our building for learning, reading, writing, studying, thinking, obtaining information and consulting with the staff. All who use the Library and surrounding property are entitled to enjoy a library atmosphere. For the purpose of the Rules of Behavior, “Library” refers to all property inside and outside of the Roselle Public Library. The Rules of Behavior are designed to ensure the safety of, and respect for all people, and to maintain the facilities and to encourage that the Library be used for the purpose for which it was designed. To meet these goals the following conduct, behavior and acts are prohibited on Library property:

- Disturbing the peace.
- Obstructing or interfering with the regular course of Library business. This includes, but is not limited to, running; fighting; quarreling; swearing; shouting; and rude or inappropriate remarks.
- Talking on cell phones (with or without hands-free devices) in the building and plaza area.
- Use of personal equipment (such as computers, video game machines, portable DVD players, and audio players) that is disruptive, noisy or unsafe. Audio equipment may be used with headphones if it does not disturb others.
- Overcrowding in seating areas. This includes having:
  a) no more than six people per table
  b) no more than one person per chair
  c) no more than two people per carrel or computer workstation. This rule does not apply to infants under two years of age.
- Leaving personal belongings unattended. The Library is not responsible for lost, damaged or stolen items. Unattended personal items may be disposed of by staff.
- Obstructing entrances, exits, aisles and passageways. Loud, excessive and boisterous behavior.
- Reserving carrels or tables.
- Consuming food or beverages.
- Using the Library telephone to make or receive calls. Note that Library staff cannot verify if a patron is or is not present on Library property.
- Leaving children under the age of eight unattended. Parents are responsible for their children's supervision and appropriate behavior.
- Visiting or using the Library without shoes or a shirt.
- Animals, except for service animals as defined in the Americans With Disabilities Act, are not permitted on Library property except with approval from the Library Director as part of a Library-sponsored program.
- Smoking.
- Roller blading, in-line skating, bike riding or skateboarding. Bicycles must be dismounted on the sidewalk and walked to the bicycle rack.
- Harassing patrons or staff.
- Engaging in exhibitionism; voyeurism; or sexual activity.
- Engaging in physical, sexual or verbal abuse.
- Unauthorized distribution of materials or gathering of signatures for petitions.
- Illegal behaviors including threats; acts of violence; carrying a weapon; theft; gambling; consumption of alcoholic beverages; being under the influence of, or using or selling alcohol or drugs; and possession of illegal drugs.
- Destroying, damaging, defacing or misusing library materials, equipment, furniture, facilities or property. This includes, but is not limited to:
a) writing in, highlighting or annotating library materials
b) cutting, tearing and removing pages and parts of pages from library materials
c) misusing, altering or tampering with computer hardware or software
d) applying graffiti
e) unauthorized rearranging of furniture
f) tipping back chairs or putting feet on furniture.

- Misusing rest rooms, including laundering personal belongings, bathing and not keeping the rest rooms clean.
- Leaving the Library with Library materials that have not been checked out.
- Engaging in conduct which is incompatible or inconsistent with the operation and purpose of the Library or which prevents others from using the Library for the purpose for which it is designed.
- Violating any state, federal or local law with regard to public behavior.

**UNATTENDED CHILDREN**

The Library welcomes children to use its facilities and services. **The responsibility for the care, safety and behavior of children using the Library rests with the parent/guardian or caregiver and NOT with Library staff members. The staff is NOT available to provide supervision or protection for unattended children and teens.** While we strive to create a safe setting, public libraries, by their nature, are open to all and the staff cannot guarantee the safety of unattended children.

Children under the age of eight years of shall not be left unattended in the Library under any circumstances. They must be accompanied by a parent/guardian or caregiver. A caregiver must be 13 years of age or older. Parents/guardians or caregivers must remain with the child during the entire time period at the Library and must directly supervise the child.

Library staff members may contact the Roselle Police Department and/or the Department of Youth and Family Services (DYFS) in the even that a child under the age of 8 is left unattended or unsupervised.

Children and teens are subject to the same rules of conduct as other patrons and are subject to the same consequences, including being asked to leave the premises. Library staff is not responsible for the well being of children who are asked to leave the premises. In the case of children eight years or older, parents/guardians may be notified if the child's behavior at the Library is a problem.

The Roselle Police Department may be contacted if a child, even one age eight or older, is left at the Library for an extended period of time.

If unattended children are in the building at closing time (whether regular closing time or an early closing due to emergency or inclement weather), the staff will call the Roselle Police Department to take custody of the child. Two staff members will stay with the child until the police have taken custody of the child.
ENFORCEMENT AND CONSEQUENCES

All staff members are equally responsible for enforcing the Rules of Behavior. If a patron (or patrons) is violating a rule, a staff member shall approach the patron courteously and tell the patron that the behavior is unacceptable and will tell the patron to refrain from that behavior. The staff member will explain that failure to refrain from such behavior may result in being asked to leave the Library. The staff member shall step away, but continue to observe the patron or patrons.

If the behavior continues, the staff member shall tell the patron or patrons to leave the property. If the patron refuses to leave, the staff member will inform the patron that they leave no choice but for the staff member to notify the police.

Anyone who is asked to leave the Library will not be allowed to re-enter the Library that day. Patrons who are asked to leave more than two times in one week will be suspended from entering the Library for a full week. At the discretion of the staff and with the approval of the Director, suspensions may be extended for particularly egregious behaviors.

The Roselle Public Library will uphold all state, federal and local laws and ordinances with regard to public behavior. Assistance from the Roselle Police Department will be requested as needed.

Adopted 11/3/11