



SPOTSWOOD PUBLIC LIBRARY

548 Main Street
Spotswood, NJ 08884
732-251-1515

www.spotslibrary.org

To read. To learn. To discover.

CODE OF CONDUCT

The staff and the Board of Trustees of the Spotswood Public Library strive to make the library a warm, inviting and safe place for everyone. This Code of Conduct has been developed to maintain an atmosphere appropriate for work, study, and enjoyment for all Library users and staff.

Customers shall be engaged in activities associated with the use of a public library while in the building.

It is the individual's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using library resources and facilities in person and online.

These are examples of unacceptable behavior:

1. Jeopardizing another person's safety or ability to use the library, including:
 - a. Leaving a child under the age of 8 or any other person who needs care unattended at the library
 - b. Interfering with another person's use of the library
 - c. Interfering with the library staff's performance of their duties
 - d. Consuming food or drinks outside of designated areas
 - e. Threatening or physically harming staff or customers
 - f. Carrying a weapon into the library unless authorized by law
 - g. Making excessive noise or engaging in other disruptive conduct
 - h. Sleeping in the library
 - i. Bringing animals into the library, except when needed to assist a person with a disability or as permitted by the Library Director
 - j. Loitering in the library or on library grounds
 - k. Smoking or being under the influence of alcohol or drugs
 - l. Sale or solicitation of contributions or signatures by any outside organization

2. Damaging or stealing library property, including misusing the restrooms.

This Code of Conduct is not a complete list of violations or prohibited behavior and is intended for guidance only. The library staff will make the final determination of what is unacceptable behavior and they are authorized to take appropriate action in response.

Library customers who fail to observe this Code of Conduct or other rules and regulations of the Spotswood Public Library may be asked to leave the building or police may be notified. If the customer is a minor, his or her parents/guardians may be notified.

Continued disregard of this Code of Conduct may result in the Library Director denying the privilege of access to the library. Any library customer whose privileges have been denied may have the decision reviewed by writing to the Board of Trustees.

If further action is required, the matter may be referred to the Spotswood Police Department.

Accepted by the Spotswood Public Library Board of Trustees. 01.18.01. This policy was reviewed and revised by The Spotswood Library Board of Trustees at a regular meeting on September 18, 2014.