

LINDEN PUBLIC LIBRARY BOARD OF TRUSTEE'S

PUBLIC POLICY MANUAL



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MISSION STATEMENT

The mission of the Linden Free Public Library is to promote reading, to offer access to both local and global information to the multi-cultural community by providing modern and relevant resources and facilities. In addition, offering of varied programs that appeal to different age levels being both multi-cultural and educational.

GROUP VISITS

The staff at the Linden Public Library welcomes group visits. In order to assist in providing better service(s), the following the policies are in effect:

- Tours must be scheduled, either of entire area of Library or a particular area that the group is interested in.
- The person in charge should identify themselves and other leaders at circulation desk and should stay with group at all times.
- Adhere to NJ State student/teacher ratio.
- All standard policies in effect for group's acceptable behavior.
- If group is researching an assignment, alerting reference desk staff would be helpful, unless privacy considerations take precedence.

CIRCULATION DESK

GENERAL INFORMATION

The circulation desk is important because it is here that the public receives its first impression of the library. Work at circulation desk is exacting – requiring careful attention to detail. Consequently, the Circulation Manual should be studied and consulted whenever there is doubt in procedure. The manual lists various rules, regulations, and procedures that should be followed.

The two policies that must be adhered to, which follows the ALA guidelines are:

1. Do **not** give information concerning names of borrowers to anyone.
2. Do **not** provide information to anyone regarding who has borrowed a certain item.

LIBRARY CARDS

GENERAL INFORMATION

All Library cards are good for two (2) years from date of issue. At the end of that period, patron must once again prove residency in order to renew card for additional two (2) years. Each patron is required to use his or her own Library card. No sharing of Library cards is allowed.

ADULT LINDEN RESIDENT

In order to obtain Linden Public Library card, the patron must show a valid driver's license or state id showing Linden address. Please note that driver's license with a hole punched in them are no longer valid.

If the patron does not have a current NJ driver license or state identification, they must show one piece of identification in each of the two groups:

GROUP A

- One utility bill – phone, gas, or electric
- Pay roll stub
- Bank statement
- Property tax bill
- Rental lease showing the name and Linden address

GROUP B

- Social security card
- Voter's Registration card
- Senior ID
- Current driver's license or state id for an out-of-town address

JUVENILE LINDEN RESIDENT

Library cards will be issued only if parent or guardian is present. In the case of legal guardianship, the guardian must present documentation proving guardianship. A parent or guardian, with proof of Linden residency must accompany the minor in order to sign both the registration card and Library card, as well as make the decision to grant computer access. Should at any time the parent or guardian change their mind about this, they must come in and choose a different option for child.

NON-RESIDENT WORKING IN LINDEN

Any person who works in Linden and is not a resident of a MURAL Library community must show proof of employment with a paystub or company letterhead showing the name of the business as well as the Linden address. They must also show proof of their home address. The card given to these patrons is considered a courtesy card for only Linden public Library use. The back of card should be marked to reflect this by writing “**LINDEN USE ONLY.**”

However, if a person works in Linden and lives in a town that participates in MURAL, they must use their own home town Library card and follow those policies.

AIRLINE EMPLOYEES

Often airline personnel are stationed in local hotels. These people are allowed to obtain a Linden Library card just as any out-of-towner that works in Linden would. In addition to showing proof of employment and proof of address they must leave a \$50.00 deposit.

OUT-OF-TOWNERS STAYING WITH LINDEN CARDHOLDERS

On occasion, Linden cardholders may have family or friends staying with them for extended periods of time. Such visits do not require them to hold their own Linden Library card. They may be granted access to use the Library if the person they are staying with is willing to take responsibility for the out of town patron's actions.

When this is the case, the cardholder may fill out a form held at the circulation desk that gives permission for their card to be used by their guest(s). They must list the names of whomever this courtesy is being extended to. The information will be then added as a note of the cardholder's record.

This courtesy should only be extended for 90 days. At the end of this period, the guests may no longer share the card.

MURAL

Any patron with a valid Library card from a MURAL Library may use all of the services of the Library at no additional fee, with exceptions of placing reserves and Inter-Library loan (ILL) requests. They must first create an account with their local Library before they can borrow material from our library.

Any MURAL patron using the Linden Library for the first time must have their card verified that their account is in good standing and note the expiration date given by the home library. They must have the card present. All other standard rules apply.

In the case of a minor, parents must accompany them and give approval for internet use, or not, which is to be noted on the record.

MATERIALS

GENERAL INFORMATION

There is a 30-item total limit per account. Within those 30 items, there are limits of four (4) items per collection as noted below:

- Adult DVDs
- Children's DVDs
- CDs
- Audiobooks
- Any one single subject, topic, or series

Once the renewal limit has been reached, the item must be returned to the shelf. The same patron cannot take it out again for 24 hours.

Juvenile collections limits are at the discretion of the Children's Librarian.

If there is a hold on the item, it cannot be renewed.

All items are to be returned in the condition that it was taken out. It is the responsibility of Library personnel to ensure that each item that is checked out is in good condition. If the item is returned in adequate condition, the librarian in charge of that collection should be notified to assess if the item can be mended or must be replaced. The patron is responsible for the cost of either decision. See FINES AND FEES section in back of manual.

Anyone with a Linden Library card may place a hold on an item.

Reference items and periodicals do not circulate.

BORROWING ADULT MATERIAL

ADULT BOOKS

Adult books go out for 28 days, except for those designated as "NEW" at the discretion of the Librarian in charge of the collection.

28-day circulating books are able to be renewed two (2) times for two (2) weeks per renewal. 14-day circulating books can have one (1) renewal for seven (7) days.

Late fine is .25¢ per day, up to a maximum of \$10.00.

MUSIC CDs

All CDs circulate for one week, and are available to be renewed once for an additional seven (7) days. CDs may only be borrowed by patrons with an adult card. Each CD will assess a fee of .25¢ a day when it is late, up to a maximum fine of \$10.00.

ADULT DVDs

All movie DVDs circulate for three days for movies and may be renewed once for an additional one (1) day. Full season TV shows DVDs circulate for seven (7) days with one (1) three (3) day renewal allowed. Non-fiction DVDs circulate for seven (7) days with one (1) three (3) day renewal allowed. DVDs may only be borrowed by patrons with an adult status card. Each video and/or DVD will assess a fee of \$1.00 a day when it is late, up to a maximum fine of \$10.00.

ADULT AUDIOBOOKS

All audiobooks circulate for 28 days, and are available to be renewed for two (2) 14-day renewals. Each audiobook will assess a fee of .25¢ a day when it is late, up to a maximum fine of \$10.00.

JUVENILE MATERIALS

JUVENILE BOOKS

With the exception of summer reading materials, all Juvenile books circulate for 28 days. They may be renewed a maximum of two times, for 14 days each. Each non-summer reading book will assess a fee of .10¢ a day when it is late, up to a maximum fine of \$10.00.

Summer reading collection has a two (2) book maximum per card. Exceptions can be made by the Director in the cases where a parent with more than 2 children needs summer reading books but do not want their children to have their own card. Summer reading late fines are .25¢ a day to a maximum fine of \$10.00.

JUVENILE DVDS and VIDEOS

All DVDs circulate for three days, and are available to be renewed once for an additional one day. Each DVD will assess a fee of \$1.00 a day when it is late to a maximum of \$5.00.

INTERLIBRARY LOAN (ILL)

Any item not owned by the Library may be available through Inter-Library loan. All Linden cardholders are eligible to use this service. Item borrowed through this service will circulate for 14 days. Renewals are at the discretion of the Inter-Library loan staff, and such requests must also be approved by the lending library, who may or may not allow any renewals. There is no fee for this service. This service is not available to MURAL cardholders.

PUBLIC COMPUTERS

GENERAL INFORMATION

Linden public Library provides internet access to all patrons in accordance to the Library Open Access Policy and its commitment to the American Library Association's Library Bill of Rights.

The internet is an unregulated medium that contains pictures, materials, and viewpoints some may find offensive. The Library maintains a neutral stance on material(s) accessed on the internet, regardless of age. However, sexually graphic images will **not** be tolerated.

Because the internet is an unregulated medium, information may not be accurate, lack credibility, or be outdated. The Library disclaims any liability as to accuracy, authority, or timeliness of information and shall have no liability, direct or indirect, or consequential damage related to the use of information offered through the internet.

All patrons are eligible for a maximum of three (3) forty-five (45) minute sessions on the public computers. No session will be started within thirty (30) minutes before closing. Sessions can be extended if no other patrons are waiting to use the computers. If all stations are in use, patrons can sign up for a reservation for the next available computer.

Internet computers will not be used for illegal activity, to access illegal materials, or to access materials considered obscene by local community standards. This includes but is not limited to pornography. A person who is caught viewing such material will be given one warning, in addition to a one-month suspension from computer use. Further violation will result in a permanent banning of computer use from that time forward.

The Library reserves the right to terminate an Internet session at any time. Users must end their sessions and leave the terminal immediately when asked to do so by authorized Library staff. All sessions will be terminated 15 minutes prior to the library's closing.

Installation and/or modification of Library software or hardware are strictly prohibited and may result in expulsion from the library. This includes patrons turning the machines on and off without staff assistance.

Users will be held liable for damage they cause to Library hardware or software.

Users will comply with all copyright law and licensing agreements.

Users will respect the rights of others and refrain from attempting to view or read material being accessed by others. They should also refrain from offering advice to, commenting on, or interfering with the privacy of others. Violations of these rules of conduct may result in loss of Library privileges for a period of two weeks.

Library staff will assist users, whenever possible, with basic Internet navigation and basic computer and printing functions.

Unless otherwise stipulated by staff, only one user may use a workstation at the same time.

All internet public computers and wireless Internet access will end fifteen (15) minutes before closing. A Librarian will turn it off and then in the morning turn it back on.

PARENTAL GUIDELINES

Parents that are concerned about their children's use of electronic resources should offer guidance and assume responsibility for their child online use at home, school, or library. The Library will not act in loco parentis. Some basic concepts parents or guardians may wish to discuss with their child are:

- never give out information such as home address, telephone address, telephone number, or the name of the school you attend.
- never allow your child to arrange a face to face meetup with someone they met over the internet without permission.
- people from the internet may not be who they claim they are.
- everything you read may not be true.
- the internet does not contain all the information, and may not be the best source of obtaining information. consult a librarian for the best methods of research.

LINDEN CARD HOLDERS

Linden card holders must have a current account with no more than \$5.00 in fines in order to be granted access to the computers. Under certain circumstances, this can be overridden at the discretion of the Director. There is no fee for this use. In addition, any patron from a MURAL Library presenting a valid MURAL card will also be granted access to the computers at no fee. The MURAL borrowers must meet the same criteria as Linden borrowers, as in they must have Current accounts and minimal fines.

Patrons sharing cards for Internet use will be suspended from said computers for a period of one (1) week for the first offense, one (1) month for the second and one (1) year for the third offense. For minors, computer privileges revoked for the second offense will not be restored without an in-person meeting between the Director and a parent or guardian. A suspension of over six (6) months may be appealed and should be made in writing to the Board of Trustees.

GUEST PASSES

Any Library visitor who is neither a Linden nor a MURAL cardholder may use the computers by showing a valid ID (driver's license, etc.)

PRINTING

Patrons are responsible for whatever they print. There are no exceptions. All print jobs must be approved by the patron in a multi-step process through computer software. If a patron's time is about to run out, either because it is the end of the day or because other people are waiting to use the computer, and the only thing they need to do is print their documents, then it is permissible to extend the session by a few minutes.

LAPTOP COMPUTERS

Laptop computers are available to be used. Patrons wishing to use a laptop are required to leave a photo ID which would be returned when the laptop is returned.

FAXES

All faxes must be done fifteen (15) minutes before closing. Faxes are \$2.00 for the first page, \$1.00 for each additional page.

PHOTOCOPIES

Black and white copies will be .15¢ per sheet and .50¢ for color.

BULLETIN BOARD

Bulletin boards are available for posting notices of local interest and for announcements by local groups of civic, educational or recreational activities. Due to space limitations, posted items must be of reasonable size. Nothing is to be posted without approval of the Director, or their designee, who is to initial each item before posting.

The Library Board considers the following materials to be inappropriate for posting on Library bulletin boards:

- Materials advocating the election or defeat of a candidate for public office
- Materials advocating or promoting one side of a social, moral, political, or other potentially controversial issue
- Commercial advertising
- Ads for personal profit
- Containers or soliciting monetary donations for any cause.

TELESCOPE LENDING POLICY

1. The library's telescope can be checked out by a LFPL resident card holder who is 18 years of age or older and in good standing. The cardholder must present current identification and proof of address and sign a new Lending Policy and Agreement each time the telescope is borrowed.
2. The telescope can be checked out for a maximum of one week with no renewal. Once the telescope has been checked out to a particular household, the household members must wait one month before taking it out again.
3. The telescope must be returned inside the library during normal library hours and given directly to the staff member on duty at the circulation desk. The telescope must not be left outside or unattended anywhere inside the building.
4. The overdue fine for the telescope is \$10.00 per day. A staff member must check multiple aspects of the telescope before accepting it back. In addition, all materials contained in the telescope package must be present for the item to be considered returned. If the telescope is overdue 14 days or more, the full replacement cost (\$500) will be charged to the borrower.
5. Borrowers must return the telescope and all accompanying materials in good condition. When borrowing the telescope, patrons accept full financial responsibility

for it and its accessories while in their possession and understand that they shall be responsible for all costs up to \$500 associated with damage to, loss of, or theft of the telescope during the period it is checked out. The condition of the returned telescope will be determined by LFPL staff.

6. The telescope may not be loaned to anyone other than the borrower who signs the agreement with the library. Children should use the telescope only under the supervision of a responsible adult.
7. The telescope needs to be treated with care. Keep it in a clean, dry, dust-free place and safe from liquids, extreme temperatures, and from being dropped. All covers should be kept attached to the telescope at all times. Do not attempt to clean the telescope with any chemicals or liquid or store it outside. Keep the dust caps on the front of the telescope and on the eyepiece when not in use. Make sure to turn off the viewfinder when not using it.
8. The borrower is responsible for reading the instruction manual for proper care and use of the telescope. The borrower agrees to assume all risks with use of the telescope and not hold LFPL liable for any damages to the borrower or others as a result of telescope use.
9. Never look directly at the sun with the telescope. Blindness could result.

MEETING ROOM POLICY

Meeting rooms are available without charge, for use by adult residents of Linden, as well as local non-profit organizations. The use of the Library's meeting room will be subject to space and time availability so not to conflict with the Library's hours of service or special programs. Outside organizations may use the meeting room for public or private sessions. However, any session open to the public must be free of any admission charge or donation.

Only fundraising events sponsored by the Friends of the Library are permitted. Each organization/individual shall assume financial responsibility for any theft or damage resulting from its use of the facilities. Each organization/individual using the meeting rooms shall be responsible for adhering to established procedures regarding setting up the room and closing up after use.

As an institution of education for democratic living, the Library shall not restrict the use of its facilities based on the beliefs of the members of the organizations using the meeting room.

Furthermore, the Library shall not attempt to censor or amend the content of the meeting. Those who object or disagree with the content of the meeting shall be entitled to submit

their proposals for use of the meeting room which will be judged according to Library policy. An application must be received at least one (1) week before the scheduled meeting, or the request will not be approved. Please call as soon as you know if your meeting is cancelled. No-shows will not be permitted to reschedule use of the meeting room.

RULES FOR USE OF THE ROOM

- No smoking is permitted within the building.
- No illegal activity is permitted.
- No alcoholic beverages may be served.
- No refreshments are allowed in the computer lab
- Light refreshments may be served with prior approval. Applicants must provide their own supplies and removed when done. Leftover food must be removed completely when vacating the room.
- The Library is not obligated to lend Library equipment. Organizations must provide their own supplies; office supplies will not be provided.
- When the room is used for programs involving minors, the application must be made by an adult who will be present for the program and responsible for the use of the room. A ratio of one (1) adult for each ten (10) people under the age of thirteen (13) is required.
- No materials may be hung without permission.
- All meetings must end thirty (30) minutes before the Library closes, and all people must be out of the building before closing time.
- Any publicity referring to the meeting should note that the organization is sponsoring the meeting, not the library. The Library takes no responsibility for the content of programs by outside organizations. 10) In preparing a schedule for use of the meeting room, Library programs will have priority.
- Meeting room 1 will not exceed 98 standing people, 70 chairs only, 32 chairs and tables; meeting room 2 will not exceed 80 standing people, 55 chairs only, and 27 chairs and tables; and meeting room 3 will not exceed 120 standing people, 100 chairs, and 49 tables and chairs (as per the LFD codes.)

FINES AND FEES

ITEM	DAILY	MAXIMUM
AUDIO BOOK	\$ 0.25	\$ 10.00
ADULT BOOK	\$ 0.25	\$ 10.00
CDs	\$ 0.25	\$ 10.00
DVDs	\$ 1.00	\$ 10.00
JUVENILE AUDIOBOOK	\$ 0.10	\$ 5.00
JUVENILE BOOK	\$ 0.10	\$ 5.00
SUMMER READING	\$ 0.25	\$ 5.00
JUVENILE DVDs	\$ 1.00	\$ 5.00
LOST BOOK PROCESSING		COST OF BOOK

NOTARY SERVICES		\$2.50 PER ITEM
DVD RENTALS - SINGLE	3 NIGHTS	\$ 1.00
DVD RENTALS - SERIES	1 WEEK	\$ 1.00
LOST CARDS		\$ 3.00

BEHAVIOR POLICY

Purpose:

Linden Public Library has established this Behavior Policy to ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library users. Appropriate library conduct includes activities such as reading, studying, properly using library materials or computers and other similar conduct normally associated with a public library.

Overview and Definitions:

No individual may engage in inappropriate conduct on the premises of Linden Public Library, or when using library facilities, or when participating in library programs. Patrons shall be engaged in normal activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, or using library materials or computers may be asked to leave the building.

Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and other similar conduct normally associated with a public library.

When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

Inappropriate Behavior

Inappropriate behavior shall include, without limitation by enumeration, the following conduct or behaviors:

Level 1 Infractions:

- Refusing to follow the reasonable directions of library staff to include, failing to take shelter in an emergency as directed by staff.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
- Smoking, vaping, or other use of tobacco products.

- Eating while using library computers or in spaces designated as free from food. NO EATING OR DRINKING in the library.
- Sleeping, napping or dozing in or on library premises.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
- Not wearing shoes or shirt within the library.
- Moving furniture without the express consent of the library staff or use of furniture in any manner that may damage the furniture, to include placing feet on the furniture.
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
- Interfering with the safe and free passage of library staff or patrons on the premises, including but not limited to the placement of objects in hallways, aisles, flooring or parking lot in a manner that impedes the free passage of such persons about the library.
- Taking library materials into rest rooms.
- Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include reading, studying, and using library materials.

Level 2 Infractions

- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.
- Possessing, selling, distributing, displaying or using any dangerous weapon as that term is defined in NJ Rev Stat § 2C:39-9 (2013) upon library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior. Making any threats of violence or unlawful activities. The Library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the Library.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the library

premises during the period in which an individual has been banned from the premises.

- Entering non-public areas of the library without permission.
- Leaving children under the age of 7 unattended on Library premises. (See Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library)
- Engaging in any sexual contact, activities or conduct.
- Using library materials, furniture, equipment or facilities in any manner inconsistent with the customary use thereof or the theft or intentional damaging of library materials, furniture, equipment or facilities.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving or changing clothes.

Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library

Linden Public Library welcomes children. Parents/guardians/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The Library is not equipped—and it is not the Library's role—to provide long-or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

For the safety and comfort of children, a responsible adult or an older responsible individual must accompany children under age seven when they are using the Library. This responsible individual must supervise, guide and control the behavior of their charge or charges at all times.

When a **minor of any age** is unattended or under-attended/ignored **AND**

- the behavior of the child is disruptive or inappropriate (or)
- the child appears to be a danger to herself or himself or others (or)
- the child appears to be threatened by others (or)
- the child appears to be ill or upset (or)
- the child has not been met by a parent or caregiver at closing,

Library staff will attempt to contact the parent or guardian of the child. In the event that the parent or guardian cannot be located, staff will contact the Linden Police Department. In the event of an emergency, staff will call 911.

In order to facilitate this policy, the Library will need contact information for the parent/guardians/caregivers for minors, aged seven through seventeen, in order for the minor/s to use the Library facilities UNATTENDED.

Parent/guardians/caregivers must sign a waiver acknowledging their responsibility for the actions of their children, the policies surrounding escalating behaviors as well as contact information for the times that their child/ren will be unaccompanied in the Library.

No minors will be allowed on property without said waiver signed and on file with the Library. Once confirmed, minors will receive an identification card indicating that they have permission to be at the Library unattended and understand the policies stated above. This identification card must be displayed while on Library property, similar to the Linden Schools.

RESTRICTED ACTIVITIES

OVERVIEW

The Library is a smoke-free building. Smoking is not permitted in any area of the library, including rest rooms, and within 25 feet of the building.

All disruptive behavior which includes, but is not limited to the following, is prohibited:

- Speaking loudly, running or other disruptive, noisy conduct
- Eating in the library
- Playing of audio equipment without the use of earphones or with earphones whose volume is so high as to be audible to others
- fighting or making threats
- Intoxication
- Sexual misconduct
- Verbal or written abuse, including obscene language or racial slurs
- Use or distribution of controlled substances
- Loitering on Library premises, i.e., sleeping, wandering aimlessly, or lingering by the entrance
- Bringing in animals except those assisting an individual with a disability
- Mutilating, damaging or defacing any Library material or property
- Tampering with computer hardware or software
- Improper removal or theft of Library property or personal property of others
- Solicitation, distribution or sale of materials without prior approval

- Bathing, washing of clothes or hair, and other misuse of the restrooms
- Bare feet are not permitted
- Shirts must be worn
- Library materials that have not been charged out may not be taken into the restrooms.

Staff will ask patrons failing to comply with these rules and to modify their behavior. The police will be called to deal with any serious disorderly conduct or criminal behavior. Individuals violating standards of acceptable behavior risk immediate removal from the Library and possible loss of all Library privileges.

VANDALISM

Vandalism the intentional injury, defacement or destruction of Library property. Library staff have a duty to protect Library property from destructive patrons. Destroying or defacing Library materials may include:

- Slicing, tearing pages from or writing books, periodicals or newspapers
- Defacing walls, furniture or equipment
- Tampering with computer hardware or software

Actions may be taken, up to and including calling the Linden Police Department.

THEFT OF LIBRARY MATERIALS

Unauthorized removal, or attempted removal, of Library property is larceny when the Library can prove beyond a reasonable doubt that, at the time of apprehension, that the property was in the possession of the suspect with the intent to steal. It is to be reported to the Director that Library materials have been removed from the building without being properly checked out. Actions may be taken, up to and including calling the Linden Police Department.

VERBAL ABUSE

Abusive behavior transcends angry behavior in that it incorporates personal attack and/or obscene language and causes staff to experience an unacceptable level of discomfort. Patrons have the right to express anger to Library staff. They don't have the right to be abusive. Staff doesn't have to tolerate that type of behavior. The Director will be notified if

such an occurrence comes up. Actions may be taken, up to and including calling the Police Department.

SUBSTANCE ABUSE- PATRON UNDER THE INFLUENCE

Any person who exhibits the signs and symptoms of being under the influence of alcohol or drugs, whose judgment is affected and whose behavior in the Library is disruptive or potentially dangerous. Actions may be taken, up to and including calling the Linden Police Department.

SEXUAL MIDCONDUCT: CRITICAL AND NONCRITICAL

Any sexual misconduct will not be tolerated. Actions may be taken, from removing a patron from the Library for the day to a lifetime ban, to involving the Linden Police Department.

SUSPENDED STUDENTS

Students who've been suspended are prohibited from coming into the Library during school hours when school is in session. The superintendent will be contacted to confirm that the student is indeed suspended.

UNATTENDED MINORS

Linden Public Library welcomes children. Parents/guardians/caregivers are responsible for their children's safety and behavior while in the Library whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The Library is not equipped—and it is not the Library's role—to provide long-or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

For the safety and comfort of children, a responsible adult or an older responsible individual must accompany children under age seven when they are using the Library. This responsible individual must supervise, guide, and control the behavior of their children at all times.

When a minor of any age is unattended or under-attended/ignored **AND**

- the behavior of the child is disruptive or inappropriate (or)
- the child appears to be a danger to themselves or others (or)
- the child appears to be threatened by others (or)
- the child appears to be ill or upset (or)
- the child has not been met by a parent or caregiver at closing,

Library staff will attempt to contact the parent or guardian of the child. In the event that the parent or guardian cannot be located, staff will contact the Linden Police Department. In the event of an emergency, the staff will call 911.

In order to facilitate this policy, the Library will need contact information for the parent / guardian / caregiver for minors, aged seven through seventeen, in order for the minor/s to use the Library facilities unattended.

Parent/guardians/caregivers must sign a waiver acknowledging their responsibility for the actions of their children, the policies surrounding escalating behaviors as well as contact information for the times that their child/ren will be unaccompanied in the Library.

No minors will be allowed on property without said waiver signed and on file with the Library. Once confirmed, minors will receive an identification card indicating that they have permission to be at the Library unattended and understand the policies stated above. This identification card must be displayed while on Library property, similar to the Linden Public School District policy.

Minors will not be allowed access without this identification card if unaccompanied by a responsible adult.

In lieu of the card, on the occasion that the minor forgets their card, school identification or other government identification can be used, as a courtesy, one time, to look up their status and confirm that they have their waiver on record. If this occurs, said minor will be given a temporary identification which must be displayed.

If a minor breaks a Level 1 Policy, they will be given a verbal warning and a notation made so all staff is aware of such infractions.

The second time a minor breaks a Level 1 Policy, Parent/guardians/caregivers will be contacted immediately.

The third time, they will be banned from the Library for a period from one day up to one month.

Any Level 2 policy infraction will result in immediate expulsion, Linden Police contacted as well as their Parent/guardians/caregivers. Inappropriate Behavior shall include, without limitation by enumeration, the following conduct or behaviors:

Level 1 Infractions:

- Refusing to follow the reasonable directions of library staff to include, failing to take shelter in an emergency as directed by staff.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
- Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director or designee.
- Smoking, vaping, or other use of tobacco products.
- Eating or drinking while using library computers or in spaces designated as free from food.
- Sleeping, napping or dozing in or on library premises.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
- Not wearing shoes or shirt within the library.
- Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
- Moving furniture without the express consent of the library staff or use of furniture in any manner that may damage the furniture, to include placing feet on the furniture.
- Bringing in more than 2 bags. No bag may be brought into the Library facilities that exceed the following dimensions: 26"x14"x14".
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
- Interfering with the safe and free passage of library staff or patrons on the premises, including but not limited to the placement of objects in hallways, aisles, flooring or parking lot in a manner that impedes the free passage of such persons about the library.
- Bringing any animal into the library except service animals.
- Taking library materials into rest rooms.

- Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include reading, studying, and using library materials.
- Violating the Library's rules for acceptable use of the internet and library public computers. A user accepts these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff upon request.

Level 2 Infractions

- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.
- Possessing, selling, distributing, displaying or using any dangerous weapon as that term is defined in NJ Rev Stat § 2C:39-9 (2013) upon library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior. Making any threats of violence or unlawful activities. The Library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the Library.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the library premises during the period in which an individual has been banned from the premises.
- Entering non-public areas of the library without permission.
- Leaving children under the age of 7 unattended on Library premises. (See Addendum Concerning the Behavior and Supervision of Minors and Children's Areas of the Library)
- Engaging in any sexual contact, activities or conduct.
- Using library materials, furniture, equipment or facilities in any manner inconsistent with the customary use thereof or the theft or intentional damaging of library materials, furniture, equipment or facilities.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving or changing clothes.

INAPPROPRIATE USE OF CHILDREN'S SPACES

Adults are permitted in children's areas when accompanied by a child or if the adult is actively reading, studying and using Library materials from the children's area collections. Any adult not in compliance with this provision will be asked to use other areas of the library. If the individual does not comply with staff direction or repeatedly violates this policy, the individual may be banned from the Library.

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

Linden Free Public Library endorses the code of ethics adopted by the American Library Association.

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, Library trustees and Library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

We provide the highest level of service to all Library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor Library resources.

III. We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of Library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

THE LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their Library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all Library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific Library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.