

Unaccompanied Minor ID Cards

Dear Parents/Guardians/Caregivers;

Attached you will find the updated policies concerning both behavior as well as unattended minors which was passed by the Linden Public Library Board of trustees on May 13, 2019. This policy will be implemented starting June 7, 2019.

In order to maintain the safety and integrity of the library for all patrons who come to the library, I would like to highlight a few of the changes that are being implemented.

UNATTENDED MINORS

1. Children **under the age of 7** must be accompanied by a responsible adult.
2. During regular school hours, minors are not allowed in the library unless meeting with a home school tutor or with their Parent/Guardian/Caregiver.
3. **All minors (anyone under 18) wishing to use the library facilities without adult supervision must** have their Parent/Guardian/Caregiver fill out the waiver in person acknowledging that they are responsible for their child's safety and behavior while in the Library whether the their Parent/Guardian/Caregiver is present or not. Contact information for the Parent/Guardian/ Caregiver must be provided for any time that their child will be in the library unattended.
4. Once the waiver is signed and on file, the minor will be given an identification card which grants them entrance to the library without an adult. If a minor does not have an identification card, they will not be able to use the facilities unless accompanied by a duly authorized adult. This identification must be worn while in the library at all times.
5. A first offense on a Level 1 infraction will result in a verbal warning. A second offense will result in contacting the Parent/Guardian/Caregiver informing them of the actions of their child. A third offense will result in being banned from the library and library property for a period of one day to one month, to be determined by me.
6. Any Level 2 offenses will result in an immediate expulsion, Linden Police Dept will be notified as well as the Parent/Guardian/Caregiver. This will also result in being banned from the library for a minimum of sixty days to one year, to be determined by me.
7. If banned, and wish to appeal the decision, you may contact the Linden Library Board of Trustees at the following address:

Library Board President
Linden Public Library
31 E. Henry Street
Linden, NJ 07036

The library is open Monday through Thursday, 9:00 am to 9:00 pm, Friday from 9:30 am to 5:00 pm and every Saturday from 9:00 am to 5:00pm. If there is an issue with not being able to come in to fill out the waiver, it will be addressed on a case by case basis.

If you have any questions regarding these policy changes, I can be reached by email at DPURVES@LINDENPL.ORG.

Thank you,

Dennis Purves

Behavior Policy – Brief Overview

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 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.