



Ridgewood Public Library

125 North Maple Avenue, Ridgewood, NJ 07450
www.ridgewoodlibrary.org

Tel: 201-670-5600
Fax: 201-670-0293

RULES OF CONDUCT

The Library welcomes and supports the Ridgewood community by providing information, education and cultural resources in a safe and pleasant environment, conducive to reading and learning.

THE LIBRARY BUILDINGS AND GROUNDS, RESOURCES AND EQUIPMENT MAY *NOT* BE USED TO PARTICIPATE IN ANY ILLEGAL OR PROHIBITED ACTIVITY, NOR TO CONDUCT OR DEVELOP PRIVATE BUSINESS IN PUBLIC AREAS.

THE LIBRARY PROVIDES SPECIFIC RENTAL AREAS WHICH MAY BE AVAILABLE FOR PRIVATE OR SEMI-PRIVATE USE FOR A FEE, BY INDIVIDUALS OR GROUPS WHO WISH TO CONDUCT PRIVATE BUSINESS OR MEETINGS ON LIBRARY PREMISES.

TO MAINTAIN PERSONAL SAFETY, PLEASE DO NOT

1. Leave a child who needs care (generally under the age of seven) unattended in the Library without adult supervision.
2. Request staff to protect or monitor children, adults needing care or personal belongings.
3. Film, photograph or interview patrons within the Library, unless approved by Library Director.
4. Smoke, strike matches or light lighters within fifty (50) feet of the Library Building.
5. Bring animals into the Library, except service animals to assist patrons with disabilities.
6. Fail to wear proper attire, including shoes and shirt. No cleats permitted.
7. Skateboard, rollerblade or the like.

TO PRESERVE A PEACEFUL AND PLEASANT ENVIRONMENT, PLEASE DO NOT

8. Harass Library users or staff, verbally, physically or sexually.
9. Carry a weapon into the Library, unless authorized by law.
10. Use computers to display sexually explicit graphics or materials that are obscene, pornographic, or harmful to minors.
11. Engage in disruptive conduct *including* loud talking, rude language, making noise, running, pushing, and fighting. Please respect designated quiet areas (Ridgewood Room, Silent Study, Newspaper Area).
12. Interfere with another person's use of the Library building, materials or services or with the Library personnel's performance of their duties.
13. Talk on cell phones (permitted in Main Lobby only). Do turn off ringers in Library.
14. Play audio equipment so that others can hear it.

TO PROTECT OUR FACILITY AND HOLDINGS, PLEASE DO NOT

15. Steal, damage or mark Library materials, premises or equipment.
16. Misuse the restrooms, e.g. as a laundry or bathing facility.
17. Use fire exits, except in emergency.
18. Open/close windows (may be performed by staff only).
19. Move or misuse furniture, e.g. sitting on work surfaces or putting feet on chairs.
20. Enter non-public areas without permission.
21. Eat food in the Library (eating is permitted in Main Lobby only).
Drinking beverages in lidded containers is permitted, except in Technology Center and Local History Center.
22. Place bicycles anywhere on Library/Village property other than the bicycle rack.

Library patrons violating any of these rules are subject to immediate loss of library privileges and/or legal proceedings, which may include police intervention and arrest. Longer term loss (suspension or revocation) of library privileges shall be determined by the Library Director through a written notice, to be delivered in person within the Library and/or sent by certified mail to the patron's last recorded address.

Patrons who wish to appeal their loss of privileges may submit a written letter of appeal to the Library Director within ten (10) days of the Director's notice. Written appeals shall be promptly forwarded to the President of the Ridgewood Library Board of Trustees, who will convene a committee and make a determination within thirty (30) days. The decision of the President's Committee is final.

Approved by the Library Board of Trustees
October 26, 2010