



Princeton Public Library

Code of Conduct

The Board of Trustees has adopted a Library Code of Conduct to ensure a comfortable and safe environment for all. This policy is intended to provide clear and reasonable rules to guide behavior and is to be observed as outlined below.

The Board subscribes to Article IV of the American Library Association's Library Bill of Rights, which states that "library facilities should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals requesting their use."

In the Library and On Library Premises

Individuals must not interfere with the use or enjoyment of the library by others; create a risk of injury to oneself or others; inhibit the work of library staff; disrupt the peaceful enjoyment of the library spaces, services or programs; or create a risk of damage to library, personal or staff property.

Unacceptable behavior includes, but is not limited to:

1. Causing unreasonable noise levels, which includes, but is not limited to, shouting, loud talking, disruptive conversation or sounds from electronic devices at a volume that disturbs others.
2. Using profanity; language or actions considered abusive, harassing, intimidating, derogatory, discriminatory or threatening; bullying; or unwanted physical conduct.
3. Consuming food except in authorized areas or at authorized library events.
4. Prolonged sleeping that interferes with the use and enjoyment of the library by others or interferes with the work of library staff.
5. Monopolizing library space, equipment or outlets to the exclusion of others, or interfering with the safe or free passage of others.
6. Disregarding the direction of library staff.
7. Entering non-public areas without permission.
8. Using the library restrooms for anything other than their intended purposes, it being understood that such intended purposes do not include bathing, shaving or washing hair, clothing or other materials.
9. Engaging in any activity that constitutes a violation of federal, state or local criminal statutes or ordinances.
10. Using, displaying, sharing, selling or appearing under the influence of alcohol, except as permitted at authorized library events.
11. Using, possessing, selling, sharing or appearing under the influence of illegal drugs.
12. Smoking, use of tobacco or cannabis products or e-cigarette or vaping devices.
13. Using or possessing weapons of any kind, except as permitted by law.
14. Using incendiary devices, candles, matches, lighters or similar items.
15. Personal hygiene that interferes with the use and enjoyment of the library by others or interferes with the work of library staff.

16. Entering the library without being fully clothed. Individuals must remain fully clothed at all times, including footwear.
17. Running, rollerblading, roller skating, skateboarding, wheeled shoe use or use of a personal transporter, other than a wheelchair or other assistive medical device required by an individual with a disability or other medical condition. With the approval of library staff members, children may store skateboards, scooters or similar devices at the service desk on the third floor.
18. Bringing animals inside the library with the exception of service animals (as defined by the ADA or New Jersey law) or those allowed at a library-approved event. A service animal must be under the control of its handler and must be harnessed, leashed or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. The Library staff may request that the service animal be removed from the Library if the animal is out of control and the handler does not take effective action to control it or the animal is not housebroken.
19. Leaving animals unattended on library premises, including outside of but adjacent to the library building.
20. Leaving those in need of supervision unattended, including children (see Unattended Children Policy) or adults.
21. Leaving personal belongings unattended. The Library is not responsible for loss of or damage to personal belongings left unattended. Personal items left unattended may be subject to disposal.
22. Engaging in any type of sexual conduct or lewd behavior.
23. Peddling, soliciting, selling or distributing merchandise, services or printed materials, or canvassing or gambling without permission from the library or except as permitted at authorized library events.
24. Vandalism to or theft of any library or personal property or material.
25. Violation of other library policies, including but not limited to the policies on Unattended Children, Internet and Computer Use, and Filming & Photography, etc.

Offsite Venues

By attending an offsite library event, individuals agree to abide by the rules of conduct set forth by the library staff and by the offsite venue.

Virtual Venues

Unacceptable conduct includes, but is not limited to:

1. Inappropriate*
 - a. use of profanity.
 - b. language, audio or visual content, or actions that may be considered abusive, harassing, intimidating, derogatory, discriminatory, or threatening.
 - c. prejudicial, harmful written/verbal comments, audio or visual content related to gender, sexual orientation, age, race, national origin, ethnicity, religion, disability or other personal characteristics, including those protected by law.
 - d. audio or visual lewd/sexual content or use of nudity.
2. Disruption of meetings or events.
3. Peddling, soliciting, selling merchandise, services or materials; or canvassing or gambling, except as permitted at authorized library events.

4. Violating the rules and regulations of the online platform.
5. Invading the privacy of others.
6. Wrongful impersonation or misrepresentation of one's own or another's identity.
7. Disregarding the direction of library staff or the co-sponsoring organization.
8. Content or conduct in violation of or inconsistent with federal, state, or local laws and ordinances.
9. Violation of any other library policy.

Parents, guardians and caregivers are responsible for monitoring the activities and behavior of those under their supervision while attending a PPL virtual event.

*Except when used within artistic or educational context, based on the subject matter of the program.

Enforcement

The Board of Trustees authorizes library staff to enforce the Code of Conduct. The Executive Director or their designee may suspend the library privileges of anyone violating the Code of Conduct.

Anyone unable or unwilling to abide by the Library Code of Conduct may be required to leave the library. Any person who repeatedly violates these rules, or any person who commits a single, serious violation of the rules, in addition to being required to leave the library, may not be allowed to return into the library for a fixed or indefinite period of time, and if allowed to return, such right may be conditioned upon their agreeing to abide by the Code of Conduct.

Criminal law violations may also result in arrest and prosecution as determined by law enforcement authorities.

Further, consequences of misconduct in a virtual environment may also include immediate removal from the meeting or event by the moderator or library staff member, removal of comments or posts, and restrictions from attending future library virtual and in-person meetings and events.

Anyone whose privileges have been suspended or revoked may have the decision reviewed by submitting a written appeal to the Executive Director within 15 days of the penalty being imposed. Further appeals may be taken, upon prior written request, submitted to the Library Board of Trustees within 30 days of the Executive Director's response to the initial appeal.

*Approved by the Board of Trustees Oct. 19, 2022
Revised Jan. 18, 2023, May 17, 2023, Sept. 20, 2023*