

# Mount Arlington Public Library

## Patron Policy Manual

Revised August 24, 2023

Adopted September 12, 2023

The Library is open at designated times to the public for the purpose of reading, studying, using Library materials and participating in Library programs or events. The term "Library" when used herein encompasses the Library Building and the Library grounds except where the context indicates otherwise.

Violations of this Library Policy may result in the suspension of Library privileges, including but not limited to the right to enter the Library or Library grounds, use Library facilities and/or to borrow materials.

Patrons of all ages using the library have the right to expect a safe, comfortable environment that supports appropriate library services.

### **Patrons are expected to:**

Engage in activities associated with the use of this Library. Patrons not reading, studying, or using library materials may be required to leave the building

Respect the rights of other patrons. Patrons shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by following another person about the building or grounds with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others or in monologues or by behaving in a manner which can be reasonably expected to disturb others.

People demonstrating disruptive behavior may be required to leave the library. Disruptive behavior includes, but is not limited to, noisy, boisterous actions, inappropriate behavior, running, loud talking, touching other library patrons; misuse of library property, uncooperative attitude, or actions that could result in physical or emotional injury to oneself or others.

Abusive or otherwise inappropriate language or behavior toward Library staff will not be tolerated. Those doing so will be asked to leave.

Wear proper attire: shirt and shoes mandatory.

## Patrons will not:

- Damage or steal Library property.
- Consume food or beverages.
- Smoke/vape or use tobacco or tobacco products, in or on Library property.
- Be under the influence of alcohol or drugs.
- Engage in any illegal activity while on library premises.
- Use skateboards, scooters or wear roller blades or other inappropriate athletic equipment.
- Use another person's Library card to borrow materials.
- Deface or mar library materials:
  - Materials shall be defined as books, magazines, newspapers, recordings or other items of the library collection. Nor shall they deface, mar or in any way destroy or damage library furnishings, walls, computers, machines or other library property.
- Bring pets or animals into the library per Borough Ordinance #04-16.
  - Guide/Service animals will be permitted.
- -Use cell phones inside the library. (Texting permitted.)
  - Cell phones should be set on a non-audible signal and should be answered outside the library or quietly in the foyer of the building during inclement weather.
- Leave packages, backpacks, luggage or other personal items unattended.
- Carry a weapon unless authorized by law.
- Sell, solicit, or fundraise without prior approval from the Library Director.
- Use the library's computers or wireless connection in a disruptive or abusive manner or in violation of the library's computer and internet Acceptable Use Policy.
- Neglect to provide proper supervision of children. (See the Library's policy on Unattended Children.)
- Sleep for extended periods of time.
- Inappropriately use of bathrooms. (No bathing or dressing – no baby changing station available)

**Patron Responsibilities:**

Any materials borrowed from the library must be checked out on a valid library card.

Each patron shall be responsible for any fines, fees or other charges due on their account in accordance with the library's standard fee schedules. Failure to pay these fines will result in the suspension of library privileges.

Any patron not abiding by these or other rules and regulations may be required to leave the library premises. Library employees may contact the Mt. Arlington Police Department if deemed advisable.

Any patron who violates these or other rules and regulations may be denied the privilege of access to the library by the Library Director. A patron whose privileges have been denied may have the decision reversed by the Library Director by submitting a request for review.

**The following activities require consultation and approval from the Library Director:**

- Soliciting, signing petitions, or collecting signatures.
- Conducting interviews, photographing or videotaping the interior and exterior of the library building and grounds.

Anyone violating federal statutes, state statutes, local ordinances or the Library's policies may be required to leave the premises and may be reported to the authorities. Police assistance may be utilized if deemed advisable by the Library Director and staff.

**Harassment by People Conducting a First Amendment Audit:**

Patrons shall not interfere with the use of the library by other patrons, or interfere with library employees' performance of their duties.

- Harass, intimidate, bully, or annoy others. Such as through the repeated use of words or actions that may cause the person to feel threatened, unsafe, or emotionally distressed.
- Use obscene, offensive, provocative, or threatening words or actions otherwise likely to provoke an immediate reaction which may lead to confrontation or violence.
- Stalk, follow or stare at another person with the intent to annoy that person, by following another person about the building with the intent to annoy that person.
- Engage in boisterous, noisy, disruptive, or violent behavior.
- Use cell phones or play audio or entertainment equipment so that others can hear it, except in designated areas as directed.
- Sing or talk loudly to others or in monologues.
- Otherwise behave in a manner that can be reasonably expected to disturb others or create a hostile environment.

## **Unattended Children Policy:**

The Mount Arlington Library welcomes children of all ages to the library and hopes they will find it a warm inviting place to read, learn and study. The library welcomes families and in doing so, affirms the parent, guardian or caregiver's responsibility for their child's safety and well-being.

Library staff cannot assume responsibility for the care or supervision of children using the library outside of scheduled library programs. The library staff has responsibilities that prevent them from providing appropriate supervision of children.

At all times the parent, guardian or caregiver is responsible for the care and supervision of the child, not any of the library staff members.

All children should carry with them the phone number of a parent, guardian or caregiver who is to be contacted in case of emergency.

Children under the age of 13 years old must be accompanied by a parent, guardian or caregiver.

Children 13 years old and older may be left alone in the library for reasonable periods of time but the parent, guardian or caregiver must be aware that the library cannot care for or supervise the children. Parents, guardians or caregivers remain responsible for their children's behavior and will be contacted if necessary.

Should problems arise, the library staff will contact the parent, guardian or caregiver. If the library staff is unable to reach the parent, guardian or caregiver, the Mount Arlington Police Department will be called.

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. Children and young people are, however, expected to follow the same standards of patron conduct expected of adults.

**Unattended children at closing time:**

Parents, guardians or caregivers are encouraged to be at the library no later than 15 minutes before closing to pick up their children so there is no disruption in closing the building .

Children who HAVE NOT been picked up within 15 minutes before closing will be left in the care of the Mount Arlington Police Department. Under no circumstances will staff transport children or accompany children home.

**Disruptive Children:**

Children, whether with parents, guardians, or caregivers, who are being continually disruptive will be given a warning that he or she must settle down or will be asked to leave the library.

If after a second warning, he or she continues to be disruptive, a parent, guardian or caregiver, will be notified.

## **Library Computer and Internet Use:**

Access to the internet and Microsoft Office software is available on public computers located at the library. Patrons may use the internet up to 45 minutes per session.

All users of the library's internet service are expected to follow the Code of Conduct pertaining to computer internet use.

All users of the internet are expected to use the internet in a responsible manner consistent with the education and informational purposes for which they are provided.

Time permitting, library staff is available to assist the patron in his or her use of the computer, software or internet. Staff will try to answer specific questions about the internet and offer suggestions for effective searching.

Staff may also provide information about Internet training opportunities and internet books and manuals. However, each user is responsible for his or her own searches on the internet.

Use of the library's computers is free, however, there is a charge for printing and other materials supplied by the Mount Arlington Library. Users agree that any costs incurred at the library through their use of the internet service will be the users responsibility and the library will pursue the collection thereof.

**Copying:** no more than 8 pages \$0.10 per page.

**Faxing:** up to 6 pages \$1.00 per page.

The library accepts no responsibility for any damage to the borrower's equipment.

### **Prohibited computer/internet use:**

- Misrepresenting yourself as another user.
- Modifying or attempting to modify or gain access to files, passwords or data belonging to others.
- Introducing viruses to other users or the library system.
- Seeking unauthorized access to any computer system.
- Damaging or altering the software components of any network or database.
- Making unauthorized copies of copyrighted or licensed software or other information.
- Sending, receiving or displaying text or graphics which may be reasonably construed as obscene or offensive to others.
- Using the library's computers in a disruptive, unauthorized, illegal or improper manner.
- No more than two people will be allowed to use a computer at a time. Library staff members may use their discretion in specific instances to allow more than two people on a computer.

**Child Safety on the Internet:**

Parents, caregivers, and guardians should be aware that children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images. The library's policies for computer and internet use apply at all times.

**Material Loans, Fines & Fees:**

The Mount Arlington Public Library maintains collections of books, audio books, DVDs, magazines and newspapers for use by the public. Music CDs are available upon request from other libraries through the delivery service.

Circulation of these items is restricted to patrons with a valid library card.

**Loan Periods:**

- Books- 21 Days
- New Books Adult- 14 Days
- Audio Books- 14 Days
- -DVDs- 7 Days
- -Magazines (No renewals) 7 Days
- -Newspapers to be read in Library only

Books may be renewed twice for equal periods providing there are no outstanding holds on them.

Amount of books/material loaned is at the discretion of the Library Director not to exceed 100 books and 3 DVDs.

The library accepts no responsibility for any damage to the borrower's equipment.

**DVD loans:**

- Borrowers must be at least 18 years of age – 7 day loan period.
- Children 17 and under cannot borrow any DVDs.
- Limit of 3 MTA Library DVDs per household (this includes all DVD collections combined).
- Borrower is responsible for replacement costs of lost or damaged DVDs.
- See staff for renewal information.



## **Fines**

- Books, Audio Books, and magazines \$0.10 per day up to \$ 5.00 each.
- DVDs \$1.00 per day up to \$ 5.00 each.
- Lost book replacement \$35.00 or new replacement purchased.
- Lost DVD replacement To be determined per replacement cost.

## **Hold Materials and Curbside Pickup**

The borrower will be contacted via text, phone or email when requested materials arrive and placed in the holding area.

A patron may choose to pick up their materials curbside. This means that they don't need to come into the library directly. Materials will be left on a cart near the front entrance to the library with the patrons name on it.

The library will hold materials to be picked up for 8 days.

After 8 days the material(s) will be put back into circulation.

## **Tutoring**

Contact library staff at 973-398-1516 for availability and scheduling.

### **Contact information:**

***Tina Mayer, Library Director***

*(973) 398-1516*

[tina.mayer@mtarlington.mainlib.org](mailto:tina.mayer@mtarlington.mainlib.org)

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