

Trenton Free Public Library General Rules and Regulations

General Rules and Regulations

In order to maintain a safe and welcoming environment for reading, learning and other Library activities, The Trenton Free Public Library requires all visitors to comply with the following General Rules and Regulations:

The following are NOT allowed at The Trenton Free Public Library:

- Engaging in conduct that disrupts or interferes with normal operation of the Library, or that disturbs staff or other Library visitors. Such conduct includes:
 - Harassing or threatening behavior.
 - Using obscene or abusive language or gestures.
 - Making unreasonable noise, including loud talking on a cell phone or otherwise.
- Engaging in sexual conduct or lewd behavior.
- Possession of a weapon.
- Smoking.
- Eating or drinking (except in designated areas or drinks in sealed containers).
- Using alcohol or illegal drugs.
- Sleeping in the Library or at the Library's entrance.
- Making unreasonable use of the rest rooms, including laundering clothes and bathing.
- Soliciting, petitioning, or canvassing.
- Selling any goods or services.
- Using a bicycle, skates, skateboard, scooter, or similar items inside the library.
- Bringing in an animal, unless it is assisting a person with a disability.
- Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library.
- Violating the library's rules for "TFPL Internet Use Policy".
- Using personal electronic equipment at a volume that disturbs others, including, but not limited to, pagers, stereos, televisions and cellular telephones.
- Engaging in any activity in violation of federal, state, local, or other applicable law or Library policies.

Please also be aware that:

- The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.
- Visitors are not permitted to bring any large bags, bags with wheels, or shopping carts into the Library.
- Library security and staff may inspect any of your property when you come in or leave.

- You must wear clothing and shoes in the Library, and your body odor must not be so offensive that it disturbs others.
- Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restrictions.
- The Library is not responsible for children who are left unattended on Library premises; please see the Library's "Unattended Children Policy."
- Library staff and security officers can ask visitors to show their Library cards or other ID at any time.
- Large groups that want to visit the Library have to get permission before they visit.
- Photography and any form of audio visual recording are not allowed on Library premises without prior permission.
- Certain reading rooms and other Library spaces have additional restrictions.
- Parking vehicles on library premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense.
- Failure to comply with staff instructions may result in expulsion from the library.

Visitors with disabilities may ask Library staff for reasonable accommodations.

Visitors who do not follow the Library's General Rules and Regulations can be asked to leave and can lose their Library privileges. They can also be arrested or be subject to other legal action.

Approved by the Trenton Free Public Library Board of Trustees 2/11

General Rules and Regulation Policy
Infraction Schedule for Violations

Violation of Rules and Regulations: (excluding violent, threatening or illegal behavior):

1st offense- Warning

2nd offense- Suspension for the day

3rd offense- Suspension for a week

4th offense-Suspension for a month

5th offense - Indefinite suspension of at least one month and until patron speaks with the Library Director

Infraction of Internet Policy

1st offense- Verbal warning

2nd offense- Suspension of Internet access for the day

3rd offense- Suspension of Internet access for a Month

4th offense- Suspension of Internet access for Six Months

5th offense-Permanent ban of Internet access

Violent or threatening behavior towards staff or patrons:

1st offense- Year suspension and file a police report

2nd offense- Permanent ban

Criminal activity will be immediately reported to the Trenton Police. Examples include public intoxication, controlled dangerous substance use, known pedophiles engaging in illegal activity, child pornography, gang activity, vandalism, etc. Staff will notify security, contact 911, and notify the Director when these behaviors are observed but will not intervene directly. Security will contain the situation until the police arrive.

Patrons who are suspended or banned from access to the Library or its services will be notified in writing at the time of their suspension (See Attached Banning Letter). If the Library is unable to give the notification to the patron, the letter will be retained in a file to be provided to the patron the next time they are observed in the library.

Any suspension of access or privileges is effective at all TFPL locations. If a patron violates a suspension or ban from the library, the library will contact the Trenton Police and press charges for trespassing.

Banning Letter

TO: _____

On _____ at approximately _____ you were observed at the _____ Library. At that time you were:

_____ INTOXICATED

_____ LOUD AND DISTURBING

_____ VIOLATION OF THE LIBRARY'S INTERNET POLICY

_____ IN THE LIBRARY DESPITE BEING PREVIOUSLY BANNED UNTIL _____

_____ OTHER CONDUCT (As set forth below)

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at any Trenton Free Public Library, you are banned from all Trenton Free Public Libraries until the date listed below. If you enter any Trenton Free Public library before the return date listed below, police will be called and you will be subject to arrest for trespassing under NJSA 2C:18-3.

You may file a written request to Director, Trenton Free Public Library, 120 Academy St., Trenton, NJ 08608, to reconsider this ban from all Trenton Free Public Libraries. Your written request shall set forth your reasons for reconsideration of the ban. THE LENGTH OF THIS BAN FROM ALL TRENTON FREE PUBLIC LIBRARIES SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

BANNED FROM LIBRARY _____
RETURN DATE _____
Staff initials: _____

Appeal Procedure:

The Director's written determination may be appealed to the Library Board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with: both the Library Director and the Library Board of Trustees Chair, c/o Trenton Free Public Library; 120 Academy St., Trenton, NJ 08608. The Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified of the Board's decision within 10 days.

Non-compliance with Ban - Trespassing:

If a banned individual enters any Trenton Free Public Library before the return date listed in the ban letter, police will be called and individual may be arrested for trespassing under NJSA 2C:18-3.