



# **Patron Policies**

**Raritan Public Library  
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## **RARITAN PUBLIC LIBRARY STANDARDS OF ACCEPTABLE BEHAVIOR**

Raritan Public Library strives to provide the highest level of service to all Library patrons. To better serve all Library patrons, the following standards of acceptable behavior have been adopted by the Library Board of Trustees to protect all patrons and staff members and to foster a safe and pleasant environment, conducive to reading, learning and retrieving information. Any activity which is violative of federal, state or local or applicable Library policies, which interferes with the rights of other patrons to use the Library, which could result in physical, emotional or mental injury to oneself or others, or could result in damage to the facilities, equipment, material or Library property and grounds, shall be considered disruptive and unacceptable.

Conduct not acceptable in the Library or on Library grounds includes, but is not limited to, the following:

### **TO MAINTAIN PERSONAL SAFETY, PLEASE DO NOT:**

1. Leave any child who is under the age of 10 without adult supervision. If a child is left unattended at Library closing time, the librarian will attempt to contact the parents. If, after 15 minutes, the child still has not been picked up, the Raritan Police may be called to assist.
2. Request staff to protect or monitor children, adults needing care or to watch personal belongings.
3. Smoke, use alcohol or any drug constituting a controlled dangerous substance on Library property or display behavior of being intoxicated in the Library.
4. Film, photograph or interview patrons within the Library, unless approved by the Library Director.
5. Fail to wear proper attire, including shoes and shirts. Patrons whose bodily hygiene is offensive as to constitute a nuisance or health threat to other patrons shall be requested to leave the Library.
6. Bring animals, insects or other living organisms into the Library, except service animals to assist patrons with disabilities
7. Carry infant strollers up and down stairs.

**TO PRESERVE A PEACEFUL AND PLEASANT ENVIRONMENT, PLEASE DO NOT:**

8. Harass Library patrons or staff, verbally, physically or sexually.
9. Carry any instrument which could reasonably and commonly be classified as a weapon or a dangerous instrument, or could be reasonably used as means of aggression or defense against another, into or on the property of the Library, unless authorized by law to do so. Any person authorized to carry a weapon must notify Library staff of that fact.
10. Use computers so as to cause inadvertent or unintended display to other Library patrons, including minors, of sexually explicit materials or content. Computer usage should respect the rights, property and sensibilities of all Library patrons and users must refrain from activities that disrupt or prevent others from enjoying use of the Library and its resources and/or violate other patrons' sensibilities or privacy rights.
11. Engage in behavior disruptive to the use of the Library. This includes disorderly conduct, noise or activity, whether intentional or not, that interferes with the rights of others, physical abuse, disrespecting staff, running, pushing, fighting or failing to respect designated quiet areas.
12. Use any behavior that disturbs other patrons, for example, talking loudly, staring or using offensive language.
13. Interfere with another patron's use of the Library materials or services or interfere with the Library staff's performance of their duties.
14. Play any electronic device, including but not limited to cellular telephones, audio equipment, handheld games, etc., unless they are inaudible to others in the Library.
15. Solicit or attempt to obtain signatures to a petition, conduct surveys or distribute printed materials without the authorization of the Library Director.
16. Enter an area where a program is in session. Please ask at the circulation desk if a material(s) is needed from that particular room and a staff member will gladly get it for you.
17. Use the Library's rooms for a profit-making agenda, gambling or panhandling. An exception may be made for individual paid tutors (those not affiliated with commercial tutoring enterprises) at the Director's discretion.
18. Engage in any behavior that presents an imminent danger to the life and/or safety of others, including intentional non-emergency activation of alarmed exits or fire alarms.

## **TO PROTECT OUR FACILITY, PLEASE DO NOT:**

19. Litter, steal, damage or deface Library materials, premises or equipment.
20. Misuse the restrooms. No person shall use the restroom facilities other than for ordinary and usual use. Bathing and laundering clothes are specifically not permitted.
21. Move or misuse furniture, e.g. sitting on or putting feet on chairs or tables. There is no running, jumping or climbing on Library property.
22. Enter non-public areas without permission.
23. Consume food or drink. Water is permitted but not in the proximity to computers.
24. Place bicycles anywhere other than the bicycle rack.
25. Use skateboards, roller skates, roller blades, scooters or other such wheeled devices and/or shopping cars on Library property.

## **FOR THE PURPOSE OF ENFORCING THESE RULES, THE LIBRARY RESERVES THE RIGHT TO:**

- Inspect all Library materials, backpacks, oversized handbags, overcoats, luggage, shopping bags and packages. The Library may limit the size and number of items brought into the Library.
- Report repeated disruptive and unacceptable behavior, to parents, in the case of children, or to the police.
- Require anyone who engages in unacceptable behavior to leave the premises.
- Restrict cellular telephone use by patrons unless a member of the staff determines if there exists an emergency situation.

## **VIOLATIONS OF STANDARDS OF ACCEPTABLE BEHAVIOR**

- In the event that a patron violates any of these rules, a staff member will tell the individual that his/her behavior violates the Standards of Acceptable Behavior, and that it must stop.
- If the individual continues the behavior, a staff member will inform the patron that he/she will be asked to leave the Library if the behavior does not stop immediately.
- If the behavior persists, the patron will be asked to leave the Library. If the patron refuses, the police will be called to remove the patron from the premises. Under no circumstances will a Library employee touch the patron. The staff member who interacts with the patron, and any staff members who witness the interaction, will complete an incident report.

- A patron who violates the Standards of Acceptable Behavior may be banned from the Library for a specific amount of time. This decision will be made by the Library Director. Further, a patron may be permanently banned from the Library if the patron repeatedly engages in conduct violative of the Standards of Acceptable Behavior or if a single act by the patron is sufficiently serious or egregious to warrant a permanent ban from the Library. A decision to permanently ban a patron from the Library will be made by the Board of Trustees.
- Notice of suspensions or a permanent ban will be mailed by certified mail, return receipt requested, to the last known address of the patron or, in the case of a minor child, to his parents or guardians. A copy of the letter will be kept on file at the Library.
- Appeal of suspensions or of a permanent ban may be made, in writing, to the Board of Trustees, Raritan Public Library within ten (10) days of receipt of notice of suspension or permanent ban. The patron, or in the case of a minor child, the parents or guardians, will be notified by the Board of the date and time of the hearing on the notice of appeal.
- Multiple activities violating the Standards of Acceptable Behavior executed by the same offender will be considered the second or third offense, even if action is different.

## **BORROWING PRIVILEGES AND LOAN PERIOD**

Borrowing privileges and loan periods for the Raritan Borough Public Library are described below and are subject to change at any time. By accepting a Raritan Public Library card, the patron agrees to the rules of usage and behavior of the Library as outlined in Standards of Acceptable Behavior Policy available at the front desk of the Library and on the Library's website.

## **LIBRARY CARDS**

Library cards are free to all residents of Raritan, students and teachers of the Bridgewater Raritan School District (BRRSD) and St. Ann's School, employees or business owners of Raritan, property owners of Raritan and active duty military personnel or retired veterans. Cards are also given as a courtesy to active Library volunteers. If none of these criteria are met, a card may be purchased for \$30.00 per year.

Proof of address is required to obtain a Library card. Acceptable documents are shown below.

- Current driver's license
- School or business ID
- Rental or lease agreement
- Tax bill
- Current bank statement
- Military/veteran ID card

A physical address, two working phone numbers and an e-mail address are required.

A hotel or motel address is not adequate proof.

Library cards are valid for one year and can be renewed.

### **CHILDREN'S CARDS**

Library cards are issued to children in Kindergarten and up. A copy (on-line) of the student's report card would be required as proof from St. Ann's and Bridgewater students. An adult needs to be present at the time a card is issued for students under the age of 18 years.

### **LOST LIBRARY CARDS**

A \$3.00 fee applies for replacement of lost cards. All activity on the original card must be resolved before a new card is issued. The old card will be deleted and will not be reactivated if later found.

### **BORROWING PRIVILEGES**

**Books:** Adult and children's books can be borrowed for 3 weeks. A total of 20 in combination can be borrowed.

**Audio Books:** These can be borrowed for 3 weeks. (Limit 5)

**DVDs:** DVDs can be loaned out for 1 week. Limit 3 per family. A patron must be 18 years old to borrow adult DVDs. Children can borrow juvenile DVDs only. Parents must still be made aware that late fees do apply.

**CDs:** CDs are loaned out for 3 weeks. (Limit 5)

**Magazines:** Magazines can be borrowed for 1 week, with the exception of the newest issue. Magazines remain on the shelves for 3 months (for monthly magazines) or 3 weeks (for weekly magazines). Patrons can borrow 10 magazines per week.

**ILL'S (Inter-library loans):** ILL books and audio books can be borrowed for 3 weeks. Renewals can be requested but are not guaranteed from the loaning library.

**E-books/digital services:** E-books can be downloaded for up to 3 weeks from Cloud Library.

Five (5) items can be downloaded/streamed each month from hoopla. Follow the rules on the Library's web-site.

**Renewals:** Renewals can be made in person, by phone or on-line for all materials. Renewals cannot be made on materials that are on hold for other patrons. Only one renewal per item applies.

**Holds:** Holds can be placed on books, audio books, CDs, DVDs and magazines for 3 days. Holds can be made in person, by phone or on the internet. On the fourth day, the held material will go back into circulation if the item has not been picked up.

**Delinquent Materials:** All books, CD's, and audio books are considered delinquent if they are not returned within the 3 week period. DVD's and magazines are considered late after the 1 week period. A late notice reminder will be mailed out in 2 consecutive months. After the second and final notice, the matter may be turned over to the Library's attorney for collection and borrowing privileges will be suspended.

## **OVERDUE FINES AND FEES**

Materials are loaned by the Library with the understanding that the borrower will return them in the same condition and by the due date established by the Library. If materials are returned later than the due date, overdue fines will be charged to the patron. Fines and other outstanding charges will be

brought to the patron's attention at the Circulation Desk. Patrons will also be notified of overdue items and outstanding bills by mail. After a patron has received an overdue notice and if the item is not then returned, a bill will be sent for the list price of the item.

Overdue fines accrue daily. Fines charged are:

Print items (books and magazines): \$.20 per day to a maximum of \$5.00 per overdue item.

Non-print items (CDs, DVDs, and recorded books): \$.50 per day to a maximum of \$10.00 per overdue item.

Lost or damaged Inter~Library Loan Items. Any processing or replacement fees charged by the lending library will be passed along to the patron who has borrowed the item.

## **OTHER FEES AND FINES**

A \$3.00 fee is charged if a bar code is removed from Library material

A \$4.00 fee is charged to replace damaged CD or DVD cases.

## **COPIER FEES**

Patrons can print/copy in black and white and in color. The following prices apply:

B/W: (8.5 x 11) 15 cents per copy

B/W: (8.5 x 14: Legal) 25 cents per copy

Color: (8.5 x 11) 50 cents per copy

## **SUSPENSION OF PRIVILEGES**

The Library will suspend a patron's borrowing privileges if the patron has outstanding fines or fees or other charges on his/her Library card. A patron's record will be cleared and borrowing privileges reinstated upon full payment of all outstanding fines.

A patron's borrowing privileges will also be suspended after he/she has received a bill for the non-return of one item borrowed from the Library and which is thirty (30) days overdue. A patron's record will be cleared, and his/her privileges reinstated upon return of the item and payment of overdue fines and fees and/or upon payment of the replacement cost of the item, including the associated service charge. Patrons are encouraged to return items rather than pay for them.



## **LOST AND DAMAGED MATERIALS**

Print and non-print materials which are sixty (60) days overdue and for which the patron has received a bill are considered by the Library to be lost and the patron will be responsible for paying the list price of the item. Materials which have been lost or damaged to the extent they must be withdrawn from the collection will be charged to the patron's record.

The Library reserves its right to pursue collection of all unpaid amounts due for payment of overdue fees or fines and/or lost or damaged materials.

## **PUBLIC COMPUTERS AND INTERNET USE**

- Time limit on the Library's computer is 1 hour per day, per person. Patron is requested to sign a log book with his/her name, town of residency, and time of day.
- Library staff reserves the right to terminate any session due to inappropriate content.
- Children/teens under the age of 18 must have their parents/guardian's signature on the Children's Registration Form for Internet Access. The signed form is kept on file at the circulation desk for future reference.
- Laptop Computers: Adult patrons can borrow a laptop computer within the library premises, provided he/she is a patron in good standing and presents a photo ID. The patron must sign an agreement form explaining the lending policies before borrowing.

If a minor wants to borrow a laptop, a parent/guardian in good standing must be present to sign the form and show ID. Patrons who bring in their own computers can ask for a Wi-Fi password. Sign-in is also required.

- Printing costs: \$.15 per black and white or text printout. Color pages are \$.50 per page.

**Board Revised and Approved: September 18, 2014**

**Board Revised and Approved: July 21, 2016**

**Board Revised and Approved: September 21, 2017**

**Board Revised and Approved: July 18, 2019**

## **RARITAN LIBRARY 3D PRINTING POLICY**

Raritan Public Library patrons will now be able to print 3D objects under the supervision of a Library staff member. Please read the following 3D printer policies:

- Patrons must schedule beforehand to make an appointment for usage of the printer.
- Patrons will be asked to show their Raritan Public Library card before their appointment and must be in good standing.
- Patrons will be limited to one object a month in order to give others a chance to use the 3D printer.
- Object printing must fit within the 1-hour session. Patrons will be able to resize the object to fit the appropriate printing time constraint.
  - ❖ Note: If the patron is receiving a design lesson with Tinkercad (approximately 30 min) they will then only be given 30 minutes to print their object.
  - ❖ Patrons who already have a 3D printing file (only accept .stl files) on USB or have an object ready on Tinkercad, will then be given the full hour to print their object.
  - ❖ Objects must fit within the approximate 3" x 3" x 3" dimensions.
- The printer will only be operated by trained staff.
- The Library reserves the right to refuse any 3D print request.
- Small bumps, holes or rough edges on the object may occur as part of the printing process and will not constitute a reason for the item to be reprinted by the Library.
- The Library's 3D printers will not be used to print out anything that is:
  - ❖ Prohibited by local, state or federal law.
  - ❖ Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - ❖ A functioning weapon, or part of a weapon.
  - ❖ Obscene or otherwise inappropriate for the Library environment.
  - ❖ Violates patent, copyright, trademark, or otherwise infringe upon the intellectual property of others.
- There is no fee to use the printer. Patrons will be able to use printing supplies which are available, however the Library will not purchase specific colors upon request.

**Board Approved: August 15, 2019**

## **ADDENDUM 1**

### **Community Meeting Room Policy**

The Raritan Public Library has available to the public a Community Meeting Room with a maximum capacity of 50 people. The Meeting Room is designed to provide a quiet area of study for individuals and/or for meetings of small groups.

- The Library will make the Meeting Room available on a first come, first-served basis to local organizations or groups holding a meeting for community, educational or cultural purposes.
- The Meeting Room may not be used for commercial or business activities, including any sales, advertising or promotional activity. No admission fees may be charged by the group.
- The Library reserves the right to deny Meeting Room access to any group or individual.
- Snack food and drinks are not permitted in the Meeting Room without the permission of the Library Director. Alcoholic beverages are prohibited.
- The Library shall not be responsible for any loss of, or damage to, any personal items left unattended and/or removed from the Meeting Room.
- All use of the Meeting Room must be pre-approved and scheduled by the Library Director. Room Usage Applications should be filed with the Library Director at least two (2) weeks in advance and must be signed by the person authorized by the group (this person shall have a current Library card). Every applicant will designate an adult responsible for supervision of the use of the Meeting Room. The authorized person responsible for the use of the Meeting Room must be present for the entire program. The Library's need for the Meeting Room shall have priority over all other uses and the Library reserves the right to cancel a previously scheduled reservation. The Library will strive to give the affected group at least one (1) week advance notice if cancellation is necessary.
- The Meeting Room shall be cleaned after the activity is completed. This includes vacuuming and removal of all trash. The Meeting Room must be arranged in the same manner as it was before the activity. The authorized party reserving the Meeting Room is responsible for any damage to the room or to any equipment or furnishings.
- No programs may begin before 10:30 am and all programs must be completed, and the room returned to working order by 7:30 pm. Any change to this procedure must be pre-approved by the Library Director.

- Permission to use the Library's Meeting Room does not imply sponsorship or endorsement by the Library of the group's activities or viewpoint. Groups may not use the Library's name, address, telephone number or email as their official address or contact information.
- Use of the Meeting Room in a manner that is disruptive to other Library users or normal Library operations is prohibited.
- For any additional information, please refer to the Library Policy Manual.
- Note: The rear door is an Emergency / Exit only door. If the door is opened, an audible alarm will sound.

**Approved by BOT June 15, 2017**

**Board Approved: July 18, 2019**

## **ADDENDUM 2**

### **Gifts to the Library Policy**

Gifts of books or other Library materials in good condition are gratefully accepted by the Library with the understanding that they will not necessarily be added to the Library's collection. The same selection criteria used for the purchase of materials are applied to gifts. The Library assumes ownership of all donated materials and reserves the right to sell or otherwise dispose of gift materials not added to the collection. Donated materials which are selected for the collection may be disposed of only with approval of the Library Director. The Library reserves the right to refuse contributed donations.

Receipts for materials given to the Library are limited to acknowledgment of the quantity and format of the material donated. Assignment of value for income tax or other purposes is the responsibility of the donor. The Library will not appraise gifts or endorse appraisals obtained by donors.

Monetary gifts may be designated as memorials or given in honor of individuals or special occasions. Subject or title preferences of donors will be honored insofar as possible, but the Library reserves the right of final selection. An appropriate acknowledgment will be placed in all items acquired with gift funds.

No guarantee is made that gift materials selected for the Library collection or materials acquired with gift funds will be kept permanently or replaced if worn, damaged or lost.

#### **Rare and Expensive Books**

The Library does not maintain a rare book collection. The Library does not add rare or unusual books requiring special handling to the collection. If it comes to the Staff's attention that a book that is already owned has become rare or expensive, a determination will be made on a case-by-case basis as to whether to retain the item or transfer it to an appropriate archive.

**Board Approved: September 21, 2017**

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