

## **Patron Conduct Policy**

The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of all individuals to use library materials and services; to protect the rights of library employees to conduct library business without interference; and to preserve library materials and facilities.

The Board believes that library patrons have the right to use library materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to a safe, secure, and comfortable environment; and, that library patrons and employees have a right to materials that are in good condition.

The general rules of behavior in the library are given below. This is by no means a comprehensive list of prohibitive behaviors. Illinois Library Law (75 ILCS 5/4-7) gives the Board the right "to exclude from the use of the library any person who willfully violates the rules prescribed by the Board."

### **THE FOLLOWING ARE PROHIBITED:**

1. Conduct that disturbs or harasses library users or staff or that hinders others from using the library or library materials. This includes (but is not limited to) cellular phone use that impinges on the rights of others which would be considered disruptive behavior.
2. Theft, damage, defacement or misuse of library materials, equipment, furniture or facilities.
3. Smoking or using chewing tobacco inside or within the library and/or within 15 feet of the library entrance(s) (Smoke Free Illinois Act, 410 ILCS 82/1 et seq.)
4. Eating at the computer stations. Covered beverages are permitted.
5. Sleeping.
6. Panhandling.
7. Solicitation, including distribution of leaflets, surveys, petitions, or similar activity; except as authorized by the library director.
8. Posting notices without approval by the library director.
9. Personal hygiene that disrupts staff or patrons from using library facilities, collections, or services, as well as shaving, bathing, or laundering clothes in the library.
10. Inappropriate dress as well as not wearing shoes or shirts.
11. Possession, consumption, or being under the influence of alcohol or controlled substances.
12. Possession or use of weapons.
13. Animals, except service animals.
14. Vehicles (excluding wheelchairs and strollers) of any kind, including but not limited to bicycles and skates. Skateboards and scooters may be carried; other vehicles must be locked on the bike racks outside the library.
15. Running.
16. Gambling.

17. Leaving children under 8 years of age unattended or not under the direct supervision of a parent or other responsible caregiver 16 years or above except when children are attending a library sponsored program, during which time the adult caregiver must remain in the building.
18. Leaving children stranded at closing time.
19. Leaving personal belongings unattended.
20. Adults loitering or unaccompanied by children in the Youth Department is not permitted. Such adults may visit the Youth Department to retrieve materials but may not remain in that area and must return to settle in the Adult areas of the library.
21. Damage or alter any computer system hardware or software configurations. In addition computer use is regulated under the library's Computer and Equipment Policy

**Minor Disruptions:**

In the case of a minor disruption the patron will be asked to leave the library for the rest of the day.

Repeated Violations: Patrons who cause repeated disturbances in the library will have their library privileges revoked or restricted.

1. Adults: Adult patrons who cause repeated disruption in the library will have their library privileges revoked and they will not be allowed to enter the building if the behavior continues. If these patrons continue to cause disturbances they will be barred from the library for one month. If, when their library privileges are reinstated, the disturbances continue, the library will bar the individual from library property for at least one year. The library may call the police and/or take legal action if necessary.
2. Minors: Children who cause repeated disruption in the library will be warned that their library privileges will be restricted if the behavior continues, and whenever possible an attempt will be made to contact the parents or guardians describing the problems and warning them of the consequences. At this time the child's library privileges are restricted for a period of one month; if the disruptive behavior continues the second restriction will be for one year.

**Extreme Disruptions:**

In the case of any misconduct that is extreme, the offender will be ordered to leave the building immediately, and may be banned for a period of time based on the severity of the action.

Requesting Police Assistance: In cases in which it is deemed necessary to enforce library rules, the police will be called for assistance.

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