



SER 11

## RULES OF BEHAVIOR IN THE ANTIOCH PUBLIC LIBRARY

### POLICY

1. The Board of Trustees believes that library patrons have the right to use library materials and services without being disturbed or impeded by other library users and that library patron and employees have a right to materials that are in good condition. Illinois Library Law (Article 4. par. 4-7) gives the Board of Trustees the right "to exclude from the use of the library any person who willfully violates the rules prescribed by the Board."

2. The general rules of behavior in the library are given below.

a. The library encourages the following from our patrons:

- (1) Asking a librarian for help
- (2) Calling or coming in for Reference and Information Service
- (3) Checking out circulating books and other materials
- (4) Making appropriate use of interlibrary loan services
- (5) Suggesting new types of materials and services
- (6) Requesting the library to buy current best sellers and popular materials
- (7) Using proper care when reading, studying, or using library materials
- (8) Help in maintaining a clean, safe, reasonably quiet building
- (9) Having parents pick up children 12 and under promptly at closing.

b. The Library prohibits the following:

- (1) Engaging in any illegal activity or behavior
- (2) Vandalizing library facilities, equipment, or materials
- (3) Bringing in animals except guide animals
- (4) Harassing other library users or library staff
- (5) Using cell phones, or pagers anywhere in the library except in the entrance foyer
- (6) Selling, soliciting, panhandling, or loitering on the library premises
- (7) Distributing leaflets, taking surveys, asking for signatures for petitions, or posting notices not authorized by the library staff
- (8) Eating, drinking alcohol, vaping, or using tobacco products either by smoking, or chewing in the library, except in designated areas
- (9) Using the library while under the influence of alcohol or illicit drugs
- (10) Leaving children under the age of seven unattended in the library
- (11) Stealing library equipment or materials
- (12) Bathing, shaving, or washing clothes in the public washrooms
- (13) Leaving personal belongings unattended in the library
- (14) Igniting matches, lighters or other flammable substances inside the



building

- (15) Viewing pornographic sites on library equipment or on private equipment
- (16) Wearing roller blades or using skateboards or scooters in the building
- (17) Refusing or failing to pay fines, fees or other charges due in accordance with the library's fine/fee schedule
- (18) Failing or refusing to return borrowed equipment or materials
- (19) Using the library without proper attire including shirt and shoes
- (20) Carrying or concealing any type of weapon at any time

Procedure:

1. When a patron has ignored or is unaware of one or more of these rules, the library staff will inform the patron verbally.
2. If the patron continues to ignore the rules, the library staff will ask the patron(s) to leave the building. Every attempt will be made to obtain the patrons name, and address at this time. This information will be used in a patron incident report.
3. The library reserves the right to inspect bags, purses, briefcases, and backpacks, etc. for library material.
4. If numerous incidents occur with one patron, that patron may be asked to not use the library for a week, or a month depending on the severity of the incidents.
5. If at any time a patron exhibits neglect, verbal or physical abuse, and will not leave upon request or if the patron possesses illegal drugs; the police will be called. The police will be called if a patron leaves a child under seven (7) unattended during regular hours. The police will also be called if a child 12 or under is not picked up promptly at closing time.

Appeal

If a patron feels at any time that he/she has been unfairly treated by the library staff, he/she may appeal their treatment to the library board.

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