



SER 11

## RULES OF BEHAVIOR

### POLICY

1. The Board of Trustees believes that library patrons have the right to use library facilities, 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 (75 ILCS 5/4-7) 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 Library prohibits the following:
  - a. Engaging in any illegal activity or behavior.
  - b. Using library facilities, equipment or materials inappropriately.
  - c. Bringing in animals except service animals. Staff may inquire whether an animal is a service animal as well as what tasks the animal has been trained to perform. Service animals may not interact with other patrons or staff.
  - d. Harassing other library users or library staff.
  - e. Using cell phones, or pagers in a manner that disrupts others.
  - f. Photographing or recording without permission.
  - g. Selling, soliciting, panhandling, or loitering on the library premises. Library staff may ask an individual to leave who is not using library materials and has no reason for being in the library other than idle congregating, socializing and roaming library building and grounds.
  - h. Distributing leaflets, taking surveys, asking for signatures for petitions, or posting notices not authorized by the library staff.
  - i. Using tobacco products or vaping.
  - j. Eating in the library, except in designated areas. Drinks must have covered lids and may not be used where they can spill on library electronics.
  - k. Using the library while under the influence of alcohol or illicit drugs.
  - l. Leaving children under the age of seven unattended in the library.
  - m. Stealing library equipment or materials. The library reserves the right to inspect bags, purses, briefcases and backpacks, etc. for library material.
  - n. Bathing, shaving, or washing clothes in the public washrooms.
  - o. Leaving personal belongings unattended in the library.
  - p. Igniting matches, lighters or other flammable substances inside the building.
  - q. Viewing pornographic sites on library equipment or on private equipment.
  - r. Wearing roller blades or using skateboards or scooters in the building.
  - s. Using the library without proper attire including shirt and shoes.

- t. Carrying or concealing any type of weapon.
  - u. Running, loud talking or boisterous behavior.
  - v. All library users must conform to acceptable standards of hygiene and cleanliness in order to prevent the disturbance of other library users and their use of the facility. Patrons exhibiting unsanitary hygiene may be asked to leave the premises.
3. The enforcement of the Rules of Behavior:
- a. When a rule has been violated, library staff will inform the patron of the violation in order to make him or her aware of the rule.
  - b. If the patron continues to violate the rule, he or she may be asked to leave the library and to stay away for the rest of the day. This will be documented on a security incident form and referred to the Library Director.
  - c. After repeated offenses, the Library Director may ban the patron for a month. Patron will be informed of the banning via certified letter with the incidents noted on the letter.
  - d. If upon reinstatement of library privileges the patron continues to violate the Rules of Behavior, he or she may be banned for a longer period at the discretion of the Library Director. Again, the patron will be notified via certified letter of this.
4. 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.

Revised 2/27/2018