

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." Unless otherwise specified, these rules are in force throughout the library property, including the parking lot and garden walk. Library staff has the right to ask someone to leave who is violating these rules of behavior.
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, or panhandling.
  - h. Distributing leaflets, taking surveys, asking for signatures for petitions, or posting notices not authorized in advance by a supervisor. These activities will be authorized only in the parking lot.
  - i. Using tobacco products or vaping in the building or within 50 feet of any entrance.
  - j. Drinks without lids. Eating is allowed in the library but we ask that patrons clean up after themselves and respect library property.
  - k. Using the library while under the influence of alcohol or illicit drugs.
  - l. Leaving children unattended in the library. Children under the age of 8 must be with a caregiver over the age of 14 in the same department at all times. Children between the ages of 8 and 9 can be left in the children's department alone, but the caregiver must not leave the library. Children ages 10 and older can use the library on their own.
  - m. Patrons of all ages are welcome to browse and check out materials from the Teen Room. The social nature and unique characteristics of teens require a separate space designed for their needs. The teen space and equipment is reserved exclusively for students in 6<sup>th</sup> to 12<sup>th</sup> grade.

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- n. Stealing, damaging or soiling library equipment or materials. The library reserves the right to inspect bags, purses, briefcases and backpacks, etc. for library material.
  - o. Bathing, shaving, or washing clothes in the public washrooms.
  - p. Leaving personal belongings unattended in the library.
  - q. Igniting matches, lighters or other flammable substances inside the building.
  - r. Viewing pornographic sites on library equipment or on private equipment.
  - s. Wearing roller blades or using skateboards or scooters in the building.
  - t. Using the library without appropriate attire for a public place. This includes wearing a shirt and shoes.
  - u. Carrying or concealing any type of weapon.
  - v. Running, loud talking or boisterous behavior.
  - w. 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.

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