

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 patrons and employees have a right to materials and spaces 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 effect throughout the library property, including the parking lot and garden walk. Library staff has the right to ask someone who is violating these rules of behavior to leave. The below list is not exhaustive. In addition, some of these rules are important enough that their violation will result in an immediate lifetime ban.
2. Rules whose violation may result in an immediate lifetime ban:
 - a. Threatening or assaulting any library staff member or other patron.
 - b. Causing major damage to library facilities or equipment.
 - c. Committing a serious criminal offense while at the library.
3. Spaces are to be used for their intended purposes. While the use of the collection dedicated to particular age groups is allowed by any age, extended time in the space is reserved for that age group. For example, the Teen Center space and equipment is reserved exclusively for students in 6th to 12th grade. The Children’s Department is reserved for the use of children from birth to 5th grade and their caregivers. The Reading Room is a space for quiet reading.
4. The library prohibits the following (not exhaustive):
 - a. Use of loud, abusive, threatening or insulting language; or behavior including language or behavior that offends, threatens, or insults groups or individuals, based on: *race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics*; This includes statements/pictures printed on clothing, bags, etc.
 - b. Engaging in any behavior that disrupts the library’s use by others-including: running, loud or boisterous behavior, loudly using cell phones, playing loud videos or music, photographing and recording in a disruptive manner, selling, soliciting or panhandling, distributing leaflets, taking surveys, asking for signatures for petitions or posting notices not authorized in advance. Asking for petition signatures will be authorized only in the parking lot.
 - c. Carrying or concealing any type of weapon, or brandishing a weapon lookalike in a threatening manner.
 - d. Patrons may not sexually harass other patrons or staff. Harassment includes:
 - i. making inappropriate personal comments or sexual advances;
 - ii. using obscene or lewd language or gestures;
 - iii. staring at, or following, a patron, volunteer, or staff in a manner that reasonably can be expected to disturb them,
 - iv. and exposing others to sexual internet content (more information on internet usage can be found in the Internet Policy).

- e. Harassing other library users or library staff.
 - f. Engaging in any sexual contact, activities or conduct.
 - g. Using the library while under the influence of alcohol or illicit drugs.
 - h. Failure to comply with a staff directive.
 - i. Using tobacco products or vaping in the building or within 50 15 feet of any entrance.
 - j. Igniting matches, lighters or other flammable substances inside the building.
 - k. Using library facilities, equipment or materials inappropriately. Stealing, damaging or soiling library equipment or materials. The library reserves the right to inspect bags, purses briefcases and backpacks, etc. for library materials.
 - l. Leaving children unattended in the library. Children under the age of 8 must be with a caregiver of at least 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. Using the library without appropriate attire for a public place. Appropriate attire for a public place includes a shirt and shoes and covers private body parts and underwear. Breastfeeding is not a violation of this.
 - n. 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. If service animals are disrupting others they may be asked to leave.
 - o. 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.
 - p. Wearing roller blades or using skateboards or scooters in the building.
 - q. Bathing, shaving or washing clothes in the public washrooms.
 - r. Drinks without lids. Eating is allowed in the library but we ask that patrons clean up after themselves and respect library property.
 - s. Leaving personal belongings unattended in the library.
5. While the library encourages use by everyone, it cannot assume responsibility for the care and supervision of any patrons who are disabled or impaired to the extent that they cannot independently follow library rules or be safe without a caregiver. Patrons who require personal supervision or assistance must provide this care themselves. In the event that a patron in the library requires such care and is without it, the library may contact social services or the police.
6. 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 them aware of the rule.
 - b. If the patron continues to violate the rule, they may be asked to leave the library and to stay away for the rest of the day. This will be documented in Incident Tracker and referred to the Executive Library Director.
 - c. After repeated offenses, the Executive 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. If we do not have a patron's address, we will notify them in person the next

time they are in. Before banning minors, the Library will make every effort to speak with the minor's parents about the situation.

- d. If upon reinstatement of library privileges the patron continues to violate the Rules of Behavior, they may be banned for a longer period at the discretion of the Executive Library Director. Again, the patron will be notified via certified letter of this.
 - e. As noted above, certain offenses may result in an immediate lifetime ban. The ban will be communicated via certified letter and the police will be notified.
7. Appeal: If a patron feels at any time that they have been unfairly treated by the library staff, they may appeal their treatment to the library board. The Board's decision in the matter will be final.

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