

# OPERATING POLICY

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## BEHAVIOR

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The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of 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. 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 general rules of behavior in the library are given below and will be posted at each level of the building. The actions that will be taken to enforce these rules are available for examination at any public service desk.

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

1. Conduct that disturbs library users or staff or that hinders others from using the library or library materials.
2. Theft of, damage to, defacement of, or misuse of library materials, equipment, furniture or facilities, or another's property. The theft, vandalism or mutilation of library property is a violation of Illinois Law - a Class A misdemeanor or a Class 3 felony.
3. Smoking or using chewing tobacco inside or within 20 feet of the library.
4. Eating, except in those areas of the library where food is allowed. 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 others from using library facilities, collections, or services, as well as shaving, bathing, or laundering clothes in the Library.
10. Possession of or use of alcohol, controlled substances, or weapons.
11. Animals, except service animals.
12. Vehicles (excluding wheelchairs and strollers) of any kind, including but not limited to bicycles, skateboards, and skates.
13. Running.
14. Gambling.
15. Not wearing shoes or shirts.
16. Children under 10 years of age left unattended or not under the direct supervision of a parent or other responsible caregiver 12 years or above.
17. Leaving personal belongings unattended.

Computer use is regulated under the Library's Internet Public Access policy.



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**Minor Disruptions:** In the case of a minor disruption the patron receives two warnings, at the third offense the patron must 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 have caused repeated disruption in the library will be warned that their library privileges will be 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 have caused 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.