

III) EXTERNAL POLICIES

B) PATRONS

2) PATRON CODE OF CONDUCT

(adopted June 8, 2009)

(revised September 10, 2012)

(revised March 11, 2013)

(revised December 9, 2013)

(revised May 9, 2016)

The Board of Library Trustees has the authority to determine rules and regulations for the government of the Library as may be expedient, including but not limited to, rules of behavior necessary to protect the rights of individuals to use Library materials and services, to protect the right of Library employees to conduct Library business without interference and to preserve Library materials and facilities. Illinois law authorizes the Board to “exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.” (Illinois Compiled Statutes 75 ILCS 5/4-7)

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; that Library patrons and employees have the right to an environment that is secure and comfortable; and that Library patrons and employees have a right to materials that are available and in good condition.

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.

Unacceptable behavior includes:

- Consuming food or beverages in containers without lids
- Smoking, including the use of electronic cigarettes, or using tobacco products
- Engaging in illegal activity while in the library building or on library property
- Interfering with the use of the library by other patrons or interfering with library employees' performance of their duties

- Creating an intimidating, hostile or offensive environment that disturbs or interferes with library employees.
- Defacing or marring library materials, building or property. Also, defacing, marring or in any way destroying or damaging library furnishings, walls, machines or other library or staff property
- Entering the building without shirt or footwear
- Lack of personal hygiene that is offensive to other patrons or staff
- Bringing pets or animals into the library other than service animals
- Operating wheeled vehicles or using wheeled footwear inside the building except for strollers or when used by a disabled person to access the library
- Use of cell phones is prohibited if it becomes disruptive to other patrons or staff
- Creating excessive noise within the library that disturbs other patrons
- Non-library solicitation, including distribution of leaflets, surveys, petitions or similar activity except as authorized by the library director
- Posting notices without approval of the library director
- Vulgar or disrespectful language and hate speech
- Physical contact with other patrons or staff or verbally or physically threatening, harassing or striking other patrons or staff
- Fighting or challenging to a fight
- Littering
- Neglecting to provide proper supervision of children
- Entering areas designated for use only by library staff or using equipment designated for use only by library staff
- Possession of firearms or other dangerous weapons of any type (except for law enforcement officers)

The above list is not all-inclusive and any behavior deemed unacceptable by the library staff also is prohibited

In addition, registered sex offenders are banned from entering areas of the library district that are dedicated/established for service to children less than 18 years of age. They are further banned from attending programs that are dedicated for service to children less than 18 years of age, unless acting as the sole parent/legal guardian for a child.

In cases in which it is deemed necessary to enforce library rules, the police will be called for assistance.

An incident report shall be filed by the person in charge of the Library at the time if any infraction of the Standards of Public Conduct occurs.

It is at the discretion of library personnel to determine the point at which the above behaviors constitute a disruptive or abusive situation that may result in the following:

Disruption Policy:

- Any person (child or adult) causing a disruption on library property will be subject to the “one warning” rule. That is that the staff will inform the patron to behave in accordance with library policy and normal library behavior and on the second disruption (on the same day), the patron will be told to leave.
- A minor will be given the opportunity to phone their parent or guardian to inform them of the disruption.
- If the disruption is severe or if the patron threatens to injure an individual or damage property, the patron will be told to leave immediately without benefit of the “one warning” rule and police may be notified.
- Patrons who exit the premises prior to being asked to leave due to disruptive or inappropriate behavior will be notified by letter when possible that such behavior is unacceptable. The letter will explain that such behavior will not be tolerated in the future and failure to comply will result in the patron being asked to leave.

Expulsion of Patrons Policy:

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- Expulsion of a patron will occur when abusive behavior occurs. Extremely abusive behavior will result in library staff contacting authorities. Following a warning, the first occurrence will result in a week (7 day) expulsion. The second occurrence will result in a month (31- day) expulsion with readmission granted pending a face-to-face meeting of the adult patron with the director. The third occurrence will result in an indefinite expulsion. ~~Adult~~ Any patrons who have been indefinitely expelled may petition the Library Board of Trustees for readmission after 180 days.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned.