

PATRON BEHAVIOR POLICY

The Itasca Community Library Board of Trustees has the authority to determine the rules and regulations for the governance of the Itasca Community Library (ICL) to the rules of behavior necessary to protect the rights of library patrons 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. Illinois law authorizes the ICL Board of Trustees to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the Board.” (Illinois Compiled Statutes, 75 ILCS 16/30-55.60).

The ICL 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.

Any conduct that disturbs library patrons or staff or that hinders others from using the library or library materials is prohibited.

LIBRARY PATRONS ARE NOT PERMITTED TO:

1. Interfere with another library patron’s ability to use the facilities.
2. Damage, mutilate or remove from the premises without authorization any part of the library collection, building, furnishings or equipment.
3. Damage or alter any computer system hardware or software configurations.
4. Talk loudly, make noise, run, use abusive or threatening language, or engage in other disruptive or inappropriate conduct. Cellular phone use that impinges on the rights of others is considered disruptive behavior.
5. Use matches, lighters, or other means of ignition, illegal substances or alcoholic beverages.
6. Smoking is not permitted anywhere inside or outside on library property.
7. Enter unauthorized areas, remain in the building after closing or when requested to leave (1) during emergency situations, (2) due to disruptive behavior.
8. Play audio equipment so that others can hear it. The use of headsets is permitted only if its use does not disturb others.
9. Eat in a manner that disturbs others. Drink in library unless they are drinking from a spill proof container.
10. Be under the influence of alcohol or drugs.

11. Lie or lounge on the floor, or sleep anywhere in the building.
12. Lie down on furniture, or move furniture in any way or to any location that may impede safe or easy passage.
13. Use the building's rest rooms as laundry facilities, bathing facilities or gathering places.
14. Use the facilities to store personal belongings. Library staff is not responsible for monitoring and safeguarding library patron's belongings.
15. Leave children in need of supervision unattended on the premises.
Specifically:
 - *Children 8 years of age and younger must remain with an adult caregiver at all times, except when children are attending a library sponsored program, during which time the adult caregiver must remain in the building.
 - *Children must be picked up by closing time.
 - *Adult caregivers must be a minimum age of 16 years old.
16. Bring animals into library unless the animals are used as aids by library patrons with disabilities or used for a library sponsored program.
17. Solicit anywhere on the premises.
18. Bring a bicycle into the building. All bicycles should be parked in the bicycle rack area on the east side of the library.
19. Have offensive body hygiene. If patron has offensive body hygiene that proves to be a nuisance to others he/she shall be required to leave the building and may return when the problem is corrected.
20. Use roller blades, roller skates or skateboards anywhere on the premises.
21. Go barefoot, shirtless or wear wet bathing suits.
22. Bring onto the premises any dangerous weapon. Dangerous weapons include, but are not limited to, the weapons set forth and defined in Illinois Compiled Statutes, Chapter 720, section 5/24.1 et seq.
23. Engage in any illegal acts or conduct in violation of Federal, State, or local law, ordinance or regulation.
24. Loiter or litter on the premises.

25. Engage in any other behavior which could reasonably be expected to disturb other patrons or interfere with library employees' performance of duties.

LIBRARY STAFF HAS THE RIGHT TO:

Impose time limits on the continuous use of library resources, including newspapers, magazines, or computers when others are waiting to use these resources.

Require library patrons to furnish commonly accepted forms of identification, such as driver's licenses and student ID cards.

Limit the number of library patrons who may sit together at a single table or carrel, in an arrangement of lounge seating, or in a study room.

ENFORCEMENT

When a library patron engages in any prohibited activity, the following procedure shall be followed:

- 1.) Library staff will inform the library patron that the behavior is not all allowed in the library, and that it must cease immediately.
- 2.) If library patron does not comply and does not cease behavior, staff will inform the library patron that he/she will have to leave the premises. (If library patron is 12 years or younger, staff will call caregiver. If no caregiver is available staff will continue with following procedure to call the Itasca Police Department.)
- 3.) If the person does not leave the premises, staff will inform the library patron that police will be notified.
- 4.) If library patron still does not leave the premises after warning, staff will immediately call the Itasca Police Department, informing the police that a person needs to be removed from the premises.
- 5.) Staff will write up incident and forward to Library Director for further action.

SUSPENSION OF LIBRARY PRIVILEGES

The Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, permits the ICL Board of Trustees to "exclude from use of the library any person who willfully violates the rules prescribed by the board."

Library privileges may be suspended for any willful violation of the provisions of this or any other policy adopted by the ICL Board of Trustees. The following procedure will be followed in cases where the Library Director determines that a patron should be denied

access to the library:

1. The Library Director or Department Head in Charge will prepare a written description of the offending behavior and provide a copy to the patron. Before a patron's privileges are suspended, he/she shall be given the opportunity to discuss the basis for the suspension with the Library Director. Suspensions will be for a definite period of time, as set by the Library Director. Suspensions will apply to all library facilities and services.

2. Suspensions may be appealed to the ICL Board of Trustees by a written request for a hearing submitted to the Library Director within two weeks of receipt of the notice of suspension. The hearing will be held as soon as practicable and will be subject to the applicable provisions of the Open Meetings Act. The ICL Board of Trustees may, at its discretion, uphold the suspension or reinstate the patron's privileges. The decision of the ICL Board of Trustees is final.

Board Approved:

Official Policy April 19, 2011

