

Patron Conduct Policy

The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of all 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.

The general rules of behavior in the library are given below. This is by no means a comprehensive list of prohibitive behaviors. 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." In cases in which it is deemed necessary to enforce library rules, the police will be called for assistance.

THE FOLLOWING ARE PROHIBITED:

1. Conduct that disturbs or harasses library users or staff or that hinders others from using the library or library materials.
2. Theft, damage, defacement or misuse of library materials, equipment, furniture or facilities.
3. Smoking or using chewing tobacco inside or within the library and/or within 15 feet of the library entrance(s) (Smoke Free Illinois Act, 410 ILCS 82/1 et seq.)
4. Eating at the computer stations. Covered beverages are permitted.
5. Panhandling.
6. Solicitation, including distribution of leaflets, surveys, petitions, or similar activity; except as authorized by the library director.
7. Posting notices without approval by the library director.
8. Personal hygiene that disrupts staff or patrons from using library facilities, collections, or services, as well as shaving, bathing, or laundering clothes in the library.
9. Being not fully clothed (including shirt and shoes).
10. Possession, consumption, use, manufacture, distribution or being under the influence of alcohol, cannabis or THC-infused products, illegal drugs or other controlled substances.
11. Possession or use of weapons.
12. Animals, except service animals.

13. Vehicles (excluding wheelchairs and strollers) of any kind, including but not limited to bicycles and skates. Skateboards and scooters may be carried; other vehicles must be locked on the bike racks outside the library.
14. Gambling.
15. Leaving children under 8 years of age without a responsible caregiver 16 years or above in the building.
16. Leaving children stranded at closing time.
17. Leaving personal belongings unattended.
18. Damage or alter any computer system hardware or software configurations. Computer use is regulated under the library's Computer and Equipment Policy

Minor Disruptions:

Patrons will be asked to comply by staff. If the patron continues the behavior after one or more requests to stop, the patron will be asked to leave the library for the rest of the day.

Repeated Minor Violations:

Patrons who cause repeated disruptions in the library will have their library privileges revoked and 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 will call the police and/or take legal action if necessary. If a minor or vulnerable adult is causing disruptions, an attempt will be made to contact the patron's caregivers prior to revocation of library privileges.

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.

Appeal Process:

A patron whose privileges have been denied or limited may appeal the decision by submitting a request via letter or email to the President of the Board of Library Trustees. At the next board meeting, the trustees will review the request. Following a vote by the Library Board, the Library Director or Board President will contact the patron with the Board's decision. The Board aims to resolve all patron issues in a timely manner.

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