



## **PATRON CONDUCT POLICY**

### **Purpose**

The board of library trustees has established this policy to ensure that all library visitors and employees have equal and unimpeded access to information, materials, services, and facilities, without being disturbed by other users. Any behavior that the library staff deem inconsistent with the purpose of the library, which disrupts the orderly operation of the library, or which interferes with the use of the library by others may result in a person being asked to leave the premises.

### **Guidelines**

- We welcome social interaction, reasonable noise levels, and quiet conversations.
- Food and drinks are allowed in the library, except near computers and other equipment.
- On-duty service animals are invited into the library. Other pets and animals cannot be allowed in the building.
- Taking photographs, recording videos, distributing leaflets, and petitioning on library property requires authorization of the library administration.
- The library is not responsible for personal items that are lost, stolen, or damaged. Unattended items are subject to confiscation by authorities.
- The library reserves the right to impose time limits upon the continuous use of library equipment.
- Violations of computer usage rules, including displaying sexually suggestive pictures or objects, as defined by Section 11-20 of the Illinois Criminal Code (720 ILCS 5), could be in violation of state and federal obscenity laws.
- Harassment of library visitors and/or staff or general use of obscene or abusive language is prohibited.
- Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on library property.
- Use of alcohol, tobacco products, e-cigarettes, and illegal drugs on library property is not permitted. Alcohol only is permitted at prearranged and approved meetings and events.
- Visitors must avoid damaging, stealing, or misusing library property including: using library restrooms for bathing, shaving, or washing clothes; sleeping, soliciting, or blocking aisles, entryways or exits; interfering with other library patrons' use of the facilities through poor hygiene.
- Engaging in any behavior which could result in serious injury such as running, skateboarding, bicycling, etc. should be avoided.
- Engaging in sexual conduct, sexual harassment, or lewd behavior is not tolerated.

### **Violations of the Policy**

In the case of this policy being broken, library staff will inform the visitor that the behavior is not allowed in the library, and that it must cease immediately. If the behavior persists, the person will be told to leave the premises. Library privileges may be suspended for any willful violation of the provisions of this or any other policy adopted by the Board of Library Trustees (75 ILCS 30-55.55, 75 ILCS 16/30). The Executive Director or his/her designee will prepare a written description of the offending behavior and provide a copy to the patron. Suspensions will be for a defined period of time, as set by the Executive Director, in writing. Suspensions will apply to all library facilities and services. Law enforcement may be called to issue a criminal trespass warning to patrons who have been banned from the facility for an extended period of time.

Adopted: 7/12

Reviewed:

Revised: 2/15, 9/16