

## PARK FOREST PUBLIC LIBRARY

### POLICY III

#### Patron Behavior

The Park Forest Public Library is dedicated to providing a quiet, pleasant environment and is open to the public for specific purposes: reading, studying and using library materials or services. It is the goal of the Park Forest Public Library to aid in the acquisition of knowledge through reading, quiet contemplation and related activities. To achieve its stated goal, the library must protect the rights of those individuals who are in the library to use library materials and services. It must also protect the rights of staff members to conduct library business without disruption and preserve and protect library materials and facilities. The following rules of behavior have been established to create an atmosphere in which the library's stated goal may be met.

The patrons of the Park Forest Public Library are expected to behave in a manner that does not disturb or harm other library patrons or staff, disrupt the operation of the library, or damage property.

The Library Director, in cooperation with the library's staff, has developed the following rules to govern the behavior of patrons using the library's facility. These rules are designed to promote the safety and security of library patrons and to ensure that the library remains conducive to reading and study. Behavior which interferes with the peaceful and orderly management of the library will result in expulsion from the library.

#### **RULES OF CONDUCT**

1. Disruptive behavior such as talking loudly, producing excessive noise, throwing objects, running, fighting, and horseplay is not permitted. Head sets must be used if sound is needed on a computer or other device.
2. Food, uncovered beverages, alcohol, smoking, vaping, chewing tobacco, and cannabis in any form are not permitted in the library. Patrons are not permitted in the library while under the influence of alcohol or drugs.
3. Patrons may not engage in illegal activities while in the library.
4. Destruction of library property is not permitted. Patrons may not tamper with or intentionally damage computer hardware, software, printers, operating systems, or other associated equipment.
5. Patrons may not remove library property without authorization or conceal library property for the exclusive use of an individual or group.
6. Patrons may not distribute leaflets, take surveys, collect signatures for petitions, solicit, fundraise, proselytize, or participate in similar activities on library property.
7. Appropriate clothing is expected. Swimsuits are not permitted in the library. Shirts and shoes are required.
8. Loitering is not permitted.
9. Cell phones should be turned off or set to silent in the Library. Patrons are asked to take extended conversations outside.
10. Laser pointers may not be displayed, pointed, or used in any manner in the library, except by a scheduled speaker during a presentation in one of the library's meeting rooms.
11. Sleeping or lying prone on the floor or furniture is not permitted in the library.
12. Shaving, bathing, or laundering clothes in public bathrooms is not permitted.

Original Policy 3/16/95

Revised 10/15/98, 4/15/99, 4/17/03, 1/05, 3/14, 7/20

Approved 5/17/03, 2/17/05, 8/21/08, 4/15/10, 4/17/14, 7/16/20

13. Possession of any kind of weapon (firearms and look-alikes, knives, explosives, etc.) is prohibited in the library.
14. Patrons may not bring into the library equipment that presents a hazard. This includes, but is not limited to, bicycles, grocery carts, sports equipment, etc.
15. Animals (except one assisting a disabled or visually impaired person or those brought by program presenters) may not be brought into the library.
16. Patrons may not engage in any form of physical, sexual or verbal abuse or intimidation of any library patron or staff member. Patrons may not annoy other patrons or staff members by following or staring at them in a manner which disrupts that patron's or staff member's use or care of the library's materials or facilities.
17. Patrons may not display offensive material in any media.
18. Patrons whose bodily hygiene or attire is offensive as to constitute a nuisance to others may be required to leave the building.
19. Patrons are required to leave the building upon request, at closing time, or during an emergency.
20. Patrons are prohibited from entering unauthorized areas.
21. Patrons are not permitted to leave personal belongings when they leave the building. The library is not responsible for any loss of patrons' personal belongings.
22. Roller skates, roller blades, skateboards, wheeled shoes, cleats, and other similar equipment may not be used on library property.
23. Furniture may not be rearranged.
24. Patrons using computers should follow all regulations of the Internet Use Policy.

The Library may require all who enter the building to follow social distancing rules. These rules will be posted inside the building. Social distancing rules include but are not limited to:

- Wear a mask at all times.
- Stay six feet apart from other people who are not part of your household.
- Wash your hands after blowing your nose or coming into contact with something potentially contaminated.
- Limit your time inside the building.

In Addition:

- Patrons must abide by all library regulations including the return of library materials.
- The library reserves the right to impose time limits upon continuous use of library equipment.
- The library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc. for library materials.

Violators may be denied use of the facilities for specified periods of time based on the severity of the violation as determined by the Library Director. Any expulsion may be appealed to the Library Board of Trustees by seeking a hearing to be scheduled at its next regularly scheduled meeting.

Disruptive patrons may be required to produce identification if they wish to remain in the library. Not producing identification when requested will be grounds for being asked to leave the library. When identification is requested and produced, a report shall be placed in the library's Incident File. If any patron is reported twice to the Incident File within six months, the Library Director shall write to the patron. If the patron is a minor, the letter will be addressed to the child's parent

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or guardian. Except in those instances where a patron has been barred from the library, no report shall be kept in the Incident File more than six months.

If a patron is asked to leave the library and does not do so, the police shall be called. The police shall also be called anytime that it appears laws have been broken or the situation seems dangerous or out of control.

### **CRIMINAL PROSECUTION**

After calling the police to the library, library officials shall cooperate with law enforcement officials. Library officials will file criminal charges and seek criminal prosecution if law enforcement officials believe that it is appropriate.

### **FORBIDDING LIBRARY USE**

State statute permits the library board "To exclude from use of the library any person who willfully violates the rules prescribed by the board" 75 ILCS 5/4-7(11)(1992 State Bar Edition).

Library officials shall temporarily or permanently bar patrons from the facility when such action is necessary to maintain order in the building.

### **STAFF ENFORCEMENT ACTIVITY**

All library staff members are responsible for maintaining order in the library. When staff members observe a rule being violated, they are expected to enforce the rule or to report the violation to their supervisor or the person-in-charge.