

## **Patron Behavior Policy**

### **I. Rules of Conduct**

The purpose of the facility of Flossmoor Public Library is to provide a safe, secure, pleasant, and productive environment for the collection and use of materials, a meeting place for Library-sponsored programs and nonprofit community organizations, and for the necessary administrative and support activities required to fulfill the Library's mission.

Persons on the premises of Flossmoor Public Library accept the responsibility for conducting themselves in a manner that does not interfere with that purpose. Specific rules of conduct include, but are not limited to, the following.

Persons are not permitted to:

1. Engage in activity in violation of Federal, State and local or other applicable law, or Library policy
2. View materials which may be disturbing or offensive to others within viewing distance.
3. Verbally or physically threaten or harass other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching and engaging in or soliciting any obscene acts, such as sex acts and indecent exposure.
4. Damage, mutilate or remove from the premises without authorization any part of the Library collection, building, furnishings or equipment.
5. Damage or alter any computer system hardware or software configurations.
6. 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.
7. Use matches, lighters, or other means of ignition, illegal substances or alcoholic beverages. Smoking and/or vaping is not permitted in the building, or within 15 feet of building entrances nor on the south patio.
8. Enter unauthorized areas, remain in the building after closing or when requested to leave (1) during emergency situations, (2) due to disruptive behavior.
9. Play audio equipment so that others can hear it. The use of headsets is permitted only if their use does not disturb others.
10. Eat inside the Library, unless in designated areas or consuming Library-provided snacks.
11. Leave litter behind, either inside or outside of the building, including, but not limited to food remains, wrappers, and paper.
12. Be under the influence of alcohol or drugs.
13. Distribute leaflets, take surveys, collect signatures on petitions, solicit, fundraise, proselytize or participate in similar activities in the Library. If engaging in these activities outside the Library, patrons may not be disturbed as they enter or exit the building.

14. Lie down on furniture, or move furniture in any way or to any location that may impede safe or easy passage.
15. Lie or sit on the floor, unless for a Library-sponsored program, or in the Library-designated location.
16. Use the building's rest rooms as laundry facilities, bathing facilities or gathering places.
17. Use the facilities to store personal belongings. Library staff is not responsible for monitoring and safeguarding your belongings.
18. Leave children in need of supervision unattended on the premises. (See also \* *Unattended Children Policy*)  
Specifically:
  - Children 8 years of age and younger must remain with an adult caregiver at all times these children are on the premises, except when these 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 of 18 years old.
19. Animals, other than specifically trained animals used as aids by persons with disabilities, or for Library-sponsored programs, are neither permitted in the building nor unattended on Library grounds.
20. Bring a bicycle into the building.
21. Patrons whose bodily hygiene is offensive as to constitute a nuisance to others shall be required to leave the building and may return when the problem has been corrected.
22. Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate constitute a nuisance to other Library users.
23. Use roller blades, roller skates, skateboards, or any sporting equipment anywhere on the premises.
24. Go barefoot or without a shirt in the building.
25. 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.
26. Sleep in the Library
27. Loiter
28. Engage in any other behavior which could reasonably be expected to disturb other patrons or interfere with Library employees' performance of duties.

## **II. Enforcement**

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

Library staff will inform the person that the behavior is not allowed in the Library, and that it must cease immediately. Staff will inform the person at this time that if the behavior persists, the person will be told to leave the premises.

If the behavior persists, staff will tell the person that he or she must leave the premises immediately. If the person does not comply, staff will inform the person that police will be called. Staff will then immediately call the Flossmoor Police Department, informing the police that a person needs to be removed from the premises.

When the police arrive, staff will identify the offender.

If possible, staff will record the name of the offender, or ask for it from the police.

If the offender has left the building before the police arrive, staff will give a description of the offender to the police, and ask that they check the parking lot and grounds to make sure the offender has left.

At its discretion, the Library may file charges against violators of this policy.

Library Staff has a right to:

- Impose time limits on the continuous use of Library resources, including newspapers, magazines, computers, or study rooms when others are waiting to use these resources.
- Require users to furnish commonly accepted forms of identification, such as driver's licenses and student ID cards.
- Limit the number of persons who may sit together at a single table or carrel, in an arrangement of lounge seating, or in a study room.

### **III. Suspension of Library Privileges**

The Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, permit the Board of Library 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 Board of Library Trustees. The following procedure will be followed in cases where the Library Director, or appointed designee, determines that a patron should be denied access to the Library:

1. The Library Director or appointed designee will prepare a written description of the offending behavior and provide a copy to the patron. During the suspension, the patron 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 Board 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 Board may, at its discretion, uphold the suspension or reinstate the patron's privileges. The decision of the Board is final.
3. Flossmoor Police may impose a permanent ban on a patron if warranted.

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