

Library Standard Code of Conduct: Public Posting [E2A]

1. The Library strives to provide a secure and comfortable environment for all patrons and employees and applies to all visitors to the Richton Park Public Library District facility.
 - a. If a patron is creating a disturbance or causing problems in the Library, the Librarian-in-Charge has the right to respectfully tell that patron to leave the library. If that patron refuses to comply and continues to cause problems, the police can then be contacted to eject that patron from the library.
 - b. Illinois law (75 ILCS 5/1-0.1 et seq) confers on the Board of Library Trustees and authority to:
 - i. Adopt rules and regulations for use of the Library building and grounds;
 - ii. Suspend or revoke library privileges;
 - iii. Prohibit entry onto library property.

2. **Minor Disruptions:** In the case of minor disruptions, the violating person will receive two warnings. At the third offense, the patron must leave the building for the rest of the day. If the patron refuses to leave the premises, police officers may be called to assist Library staff. Examples of minor disruptions include, but are not limited to:
 - Conversing in tones louder than the general noise level
 - Audible phone alerts or phone usage in quiet study areas or that disturbs other library patrons
 - Audio or electronic equipment volume that disturbs others
 - Relocating or inappropriately using Library property including furniture, computers, and accessories
 - Having uncovered beverages and food in the Library building
 - Being in the Library building without shirts and/or shoes
 - Prolonged or chronic sleeping on Library premises
 - Using wheeled devices (including bicycles, skateboards, roller skates, or shoes) in or on Library property for recreation rather than transportation purposes
 - Smoking within 15 feet of entrances and exits. (See E1)
 - Impeding access to any area of the Library, including entrances and exits, as well as parking in reserved parking spots, fire lanes, or other No Park areas
 - Campaigning, petitioning, proselytizing or soliciting for any cause inside the Library buildings

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- Being present in Library offices, lounges and other non-public areas unless accompanied by a Library staff member or through prior arrangement with Library management
- Leaving children under the age of nine (9) unattended or without supervision by a responsible caregiver over the age of thirteen (13)
- Misusing restrooms. Except for small children and handicapped persons, only one person at a time is permitted into the restroom stall
- Leaving personal belongings unattended on Library property. (The Library is not responsible for belongings that are left unattended and these items may be removed or relocated at the discretion of Library staff)
- Sharing library cards or library card barcode numbers to access the Internet or misuse of temporary Internet use cards
- Inappropriate and excessive displays of affection
- Gambling

3. **Major Disturbances:** In case of major disturbances, the offender may be ordered to leave the building immediately. Police may be called to assist Library staff with major offenses. Examples of major disturbances include, but are not limited to:

- Fighting (real or mock)
- Theft
- Vandalism
- Harassing or threatening patrons and/or employees
- Destruction or misuse of any Library property or structure
- Being under the influence or in possession of any illicit substance
- Possession of firearms, weapons, look-alike weapons or other harmful substances
- Disorderly conduct, including use of profanity
- Verbal abuse towards other patrons or library staff
- Public indecency
- Lewd or sexual misconduct to others patrons or library staff
- Refusing to vacate the building at closing, during emergency drills or emergency evacuations
- Bringing animals other than service/therapy animals into the Library building or leaving animals unattended on Library property

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- Illegal activities on the Internet; viewing obscene material or viewing sexually explicit material resulting in complaints from other patrons or staff; or any activities intended to disrupt network services or equipment
 - Refusing to comply with directions/instructions given by Library staff
 - Any other unlawful conduct
4. Reporting: In cases not specified above, the Librarian-in-Charge will decide appropriate actions to be taken to ensure that the Library environment is secure and comfortable for all patrons and employees. An Incident Report [3.0] shall be completed by the Librarian-in-Charge. This report will be kept on file by name and will reflect the number of dates and incidents involving the offender.
5. Repeated violations of other Library policies may result in the offender being asked to leave the premises or being banned from the Library by the Library Director. For minors, if an address is available, a letter may be sent to the parents or guardians to the address on file.
6. Course of Action by Administration:
- a. Enforcement of these rules will be conducted in a fair and reasonable manner. Offenders will be asked to cease the prohibited behavior. Offenders may be asked:
 - To produce identification, including their library card
 - May be photographed
 - May be asked to leave the premises by the monitor or the person in charge of the building
 - May be banned from the Library by the Library Director in accordance with the severity of the offense.
 - b. **Warnings:** Generally, with the exception of unlawful conduct or major disturbances, one warning will be given followed by a request to leave the premises.
 - c. **Penalties:** Subsequent offenses, unlawful conduct, or major disturbances may result in revocation or Library privileges for a period of one month to one year or permanently, depending on the severity of the offense.
 - d. **Identification:** Offenders refusing to provide identification or giving false information may be asked to leave the premises or may be banned from the Library by the Library Director.

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- e. Damaged Property:** A patron responsible for any disturbance resulting in damage to or destruction of Library property will have their privileges revoked immediately by the Library Director. The patron’s Library privileges will continue to be revoked until such time as restitution is made for the full cost of the damage or destruction.
- f. Library Materials:** Library materials shall be properly checked out before removal from the premises. A patron may be asked to provide proof of checkout and/or open briefcases, bags, purses, packs, empty pockets, etc. for inspection upon exiting the building.
- g. Revoked Privileges:** If a patron’s Library privileges are revoked by the Library Director, the Board of Library Trustees shall be informed of the matter before the next regular meeting of the Board.
- h. Appeal:** A patron whose Library privileges have been revoked by the Library Director may appeal the decision in writing to the Library Board of Trustees at a regular monthly board meeting. The decision of the Board will be final.