

FRANKLIN PARK PUBLIC LIBRARY DISTRICT

BUILDING USE AND PATRON CONDUCT POLICY

Introduction

The Board of Trustees is responsible for determining the rules of behavior in the Library and surrounding grounds. The Internet Policy regulates activities on computers and other devices, but the use of such devices is not excluded from this policy. This policy's intention is to:

- Protect patrons' rights to use the Library, its materials and its services without being disturbed or impeded by others
- Allow staff to conduct business without interference
- Ensure that patrons and staff have a safe, secure, and comfortable environment
- Preserve Library materials, property, and facilities; and to prevent damage or theft

Rules of behavior will be posted in the Library and on the Library's website. Staff are empowered to enforce these rules and any actions, which in their judgment, infringe on the productive use and enjoyment of the Library by others. Those whose conduct is disruptive to Library operations and other patrons' use of the Library may have their library privileges abridged or denied. 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."

Code of Conduct

No list can be exhaustive, and any conduct that disrupts the Library, its patrons and its staff is prohibited. Conduct in the Library and on Library grounds which may lead to denial of privileges includes, but is not limited to:

- Engaging in any activity prohibited by law
- Engaging in disruptive or unsafe behavior, including interfering with the use or operations of the Library
- Damaging, mutilating, or removing any Library property, including the collection, building, furnishings, equipment and anything on Library grounds
- Threatening or harassing patrons or staff, including intimidating, annoying, following or excessive staring
- Using offensive, abusive, or profane language
- Possessing a weapon of any kind
- Trespassing into any area closed to the public
- Smoking, vaping or using e-cigarettes, any tobacco products and herbal products in Library and within 15 feet of a Library entrance
- Possessing, consuming, or being under the influence of alcohol, cannabis (including medical use), or any controlled substance
- Presenting or exhibiting hygiene conditions and/or unsanitary belongings which constitute a nuisance or public health concerns
- Being not fully clothed, including shoes, shirt, and pants
- Causing disruptions from loud volume (talking, yelling, playing music, etc.)
- Using the restroom inappropriately, including for bathing, shaving, or as a laundry
- Sleeping in a manner that disturbs others
- Panhandling, soliciting, selling, and/or promoting commercial enterprises, passing petitions and surveys, and/or distributing pamphlets or other materials
- Using a skateboard, scooter, rollerblades or skates

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- Bringing in animals except service animals or for approved Library functions
- Unauthorized and/or excessive use of library supplies, utilities or equipment
- Blocking aisles, shelves, entrances or leaving items unattended at any time

Supervision of Children Policy

Children under age 8 must be supervised by a parent or other responsible caregiver fourteen (14) years or older at all times while in the Library and on Library grounds. ("Supervised" means that the parent or caregiver is within sight of their children and is ensuring compliance with the Building Use and Patron Conduct Policy.)

Children who are eight (8) or older may use the Library unattended provided they conduct themselves in an appropriate manner as described in this policy. Unaccompanied children under the age of eight (8) will be referred to the custody of the Franklin Park Police to ensure their safety. For children's safety, staff will not give out any information about children's whereabouts or relay messages to/from phone callers.

Parents accept full responsibility for the materials selection and Internet use by their children, as acknowledged in the Patron Services Policy, Collection Development Policy and Internet Policy.

Food and Drink Policy

Food and beverages are allowed in designated public areas. Covered beverages are welcome throughout the Library, and care should be taken by computers and other library equipment. Alcoholic beverages are not allowed.

Snacks and meals may be eaten in the cafe area. When consuming food and drink, patrons are asked to respect others, and refrain from bringing in anything messy, noisy, or strong-smelling. Food deliveries to the Library are prohibited.

Patrons must clean up after themselves, and immediately report accidents to staff. Unattended food and beverages will be disposed of by staff.

Phone Policy

If the health, safety, or security of a patron depends upon a phone call, staff can make a call for the patron.

Conduct at Closing Time

All patrons must expeditiously leave the Library premises at closing time. Transportation is the sole responsibility of the patron or parent, guardian or other authorized person. Under no circumstances should staff give children or other patrons rides, or be left alone with them, even if they know them.

If any child under the age of eight (8) does not have a responsible adult present when the Library closes, two staff members will stay with the child. After waiting ten minutes and unsuccessfully attempting to contact the responsible adult, the child will be referred to the custody of the Franklin Park Police to ensure their safety. An Incident Report must be written for any unattended child situation.

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Enforcement

Any staff member may enforce this Policy by pointing out violations to patrons and requesting compliance. Staff may request that a patron who refuses to comply leave the Library for the remainder of the day or until their behavior is brought into compliance. Staff may call the police for assistance if a patron refuses to comply and/or leave. Staff must report serious and recurring violations to the Librarian-in-Charge. An Incident Report must be written afterward to document policy violations.

Security camera footage showing policy violations may be used to support suspension or termination of a patron's library privileges and/or immediate ejection from the Library. This footage may also be shared with law enforcement according to the Response to Law Enforcement Policy.

The Executive Director is authorized by the Board of Trustees to exclude from the use of the Library any person who engages in disruptive behavior.

Right to Appeal

A person whose privileges are denied may appeal the decision to the Board of Trustees in writing within one month of the exclusion date. The appeal will be considered at a regularly scheduled Board meeting. The decision of the Board is final.