

Louis Latzer Memorial Public Library

Patron Conduct Policy

Library Adopted June 9, 2000. Revised Aug. 19, 2004. Revised April 25, 2017.

The Board of Library Trustees has established Rules of Behavior to ensure that:

- All library patrons may use and enjoy the Library's services, materials, and facilities without unreasonable interference or disturbance from others;
- All library patrons enjoy safe and secure library facilities;
- The library's materials are protected from theft and damage; and
- All library employees have a safe and secure workplace. Illinois Library Law authorizes the Board of Library Trustees "to exclude from the use of the library any person who willfully violates the rules prescribed by the board."

Inappropriate behavior includes but is not limited to the following conduct or behaviors:

- Committing or attempting to commit any activity that would constitute a crime or violation of City ordinances.
- Possessing, selling, distributing, displaying or using any dangerous weapon.
- Engaging in any physically intimidating or assaultive behavior. Making any threats of violence or unlawful activities.
- Possessing, selling, distributing, consuming, or being under the influence of any alcoholic beverage or controlled substance.
- Smoking or using any tobacco product or e-cigarettes.
- Leaving children under the age of 8 unattended (refer to Unattended Children Policy) and neglecting to provide proper supervision of children.
- Trespassing by entering or remaining on library premises after having been notified by an authorized individual that an individual has been banned from the premises.
- Engaging in any sexual contact, activities or conduct, including indecent exposure.
- Sleeping, napping or dozing in or on the library premises.
- Using obscenity including wearing clothing with obscenities.
- Not wearing shoes or shirt within the library.
- Taking library materials into rest rooms.
- Unauthorized selling of items, services or solicitation.
- Bringing food or beverages into the library.
- Creating loud or disruptive noises, engaging in excessive and disruptive conversations, talking loudly, using personal electronic devices at a volume that is disturbing to other library users.
- Stealing, damaging, altering, or inappropriate use of library property.

- Offensive body odor or bodily hygiene so offensive that it constitutes a nuisance to others.
- Bringing an animal into the library (except a service animal).
- Using skateboards, scooters, or rollerblades in the library or on library property (storage of bicycles is limited to the bike racks).
- Throwing rocks on library property.
- Personal distribution of leaflets, survey taking, collecting signatures on petitions, solicitations, and similar activities on library property.
- Leaving personal belongings in the Library when leaving the building. The Library is not responsible for any loss of users' personal belongings, through theft or otherwise. Large items that obstruct walkways or cannot fit easily under a chair or table are not permitted in the Library facilities or on Library grounds.
- The Library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc., for library materials.
- The Library reserves the right to impose time limits upon the continuous use of Library equipment.
- Library staff is not responsible for caregiving duties, such as bathroom assistance, providing snacks, providing telephones, care of illness, conflict resolution, or providing time and attention that prevents them from fulfilling their primary duties.
- No conduct is permitted that may reasonably be expected to endanger the health and safety of Library users or employees or cause or threaten to cause damage to Library materials or facilities.

Patrons also agree and are expected to:

- Provide proper ID consisting of name, current address and phone number upon request.
- Silence electronic devices/phones while in the library. Talking on cell phones should be done quietly and briefly.
- Respect closing times by promptly leaving the library at closing time.

Staff Response to Infractions:

Violation of these rules of misconduct can result in expulsion from the library and forfeiture of library privileges. Minor violations of these rules will first result in library staff attempting to educate or warn individuals about the policies before enforcing such policies. Continued issues may result in asking the patron to leave for the remainder of the day or in the patron being banned from the library. Library staff is authorized to call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

Banning Procedure:

After staff determines that a person has engaged in several or repeat misconduct and determines that the individual involved should be banned:

1. Staff will issue, or cause to be issued, a written banning letter to the individual involved notifying the individual that he/she is banned from Louis Latzer Library. The

letter shall indicate the reasons for the ban and the time period of the ban. Staff shall forward a copy to the Library Director immediately when such a letter is issued.

2. Library Board Members and staff will be notified by email by the Library Director with a description of the underlying behavior, the name and description of the banned individual (if a banning is executed) so that all staff is informed as soon as possible. If after reviewing the incident the Director agrees with the reasons for the the ban and the length of the ban, then the Director shall take no further action. If, after consultation with staff, the Director deems it appropriate to rescind or modify the terms of the ban, the Director shall notify the banned individual, all staff, and the Library Board President in writing about the decision rescinding the ban and specify the reasons for the rescission or modification. The Director shall also notify the banned individual of the process for appealing the ban.
3. The Director will review and may reconsider the decision to ban an individual upon written request of the individual and may shorten or terminate the banning period if information submitted by the individual warrants such modification. The Director may consult with the City Attorney's Office before issuing the response to the banned individual. Until such time as the staff banning letter has been reviewed and/or modified by the Director or reversed on appeal by the Library Board, the individual may not use the library.

Appeal Procedure:

1. Notice of Appeal. The Director's written determination may be appealed to the Library Board, if the individual files a written notice of appeal within 10 days after they receive the determination. The Board shall hold a hearing within 30 days after the notice has been filed.
2. Hearing. The President of the Board or his/her designee shall conduct the hearing. The hearing shall be recorded.
3. Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons supporting the decision.

Non-compliance with Ban - Trespassing:

If a banned individual enters the Louis Latzer Library, police will be called and the individual may be arrested for trespassing.