

Woodridge Public Library Behavior Policy

The purpose of a Behavior Policy is to ensure that all Library patrons have the opportunity to use and enjoy Library materials, services and facilities without unreasonable interference or disturbance by others. Individuals are expected to act in an appropriate manner. Those not acting appropriately will be asked to leave the Library. "Library" is defined as the building, grounds and sidewalks immediately surrounding the building itself.

- Parents or legal guardians are responsible for the behavior of their children. Children 8 years old and younger must be accompanied and directly supervised at all times by a parent or other responsible caregiver age 14 or older;
- The Woodridge Public Library follows Illinois State Law, which prohibits the carrying of any weapon in the library building or on library property;

Unacceptable behavior in the Library includes but is not limited to:

- Any behavior which is disruptive or which hinders the use of the Library. This includes, but is not limited to, loud or boisterous behavior, running, making excessive noise, fighting, playing audio equipment so loud that others can hear it, or engaging in any behavior not in accordance with the normal use of a Library;
- Talking on cell phones except in designated areas;
- Engaging in illegal activity;
- Threatening or harassing others verbally or through actions; this includes following patrons or staff around the Library, staring at other Library users or staff, touching other Library users or staff, using inappropriate language when speaking to or about Library users or staff, or other actions which make users or staff feel harassed;
- Destruction, theft or mutilation of Library property (See 720 ILCS 5/16-1 through 5/16-3.)
- Solicitation, fundraising, proselytizing or similar activities;
- Asking Library patrons to sign petitions or answer survey questions;
- Being under the influence of alcohol or drugs or in possession of alcohol or illegal drugs;
- Actions of public indecency;
- Distribution of leaflets or posting of notices not authorized by Library Administration;
- Sleeping;
- Use of public restrooms as laundry facilities, bathing facilities or gathering place;
- Not wearing shirts or shoes;
- Leaving personal items unattended; Library staff cannot be responsible for items left unattended;
- Recording other patrons or employees without their express consent. Recording public meetings in accordance with the Open Meetings Act is permitted;
- Entering unauthorized areas of the building, remaining in the building after closing or when requested to leave;
- Smoking anywhere in the library or within 15 feet of building entrances and air intakes; including e-cigarettes or vaping, (Per Illinois Public Act 095-0017)
- Bringing animals into the building except as used by persons with disabilities or as part of a library program. Animals may not be left unattended;
- Introducing insects of any kind (e.g. cockroaches, bedbugs, worms, lice, etc.) into the building when returning materials or using library facilities. These patrons may have their borrowing privileges suspended until the problem is corrected. Damages may be assessed for materials that can no longer be used or circulated;
- Bodily hygiene so offensive as to constitute a nuisance to others. These patrons shall be required to leave the building and may return when the problem has been corrected;
- Engaging in any other behavior which could reasonably be expected to disturb other patrons or interfere with Library employees' performance of their duties.

Based on the offense and particular circumstances, violators will be given a warning and may be asked to leave the premises temporarily or permanently. Library privileges may be suspended for any violation of the provisions of this or any other policy adopted by the Board of Library Trustees **(75 ILCS 5/4-7.)**

The following procedure will be followed in cases where the Library Director determines that a patron should be denied access to the Library for a period beyond one day:

1. The Library Director or her/his designee will prepare a written description of the offending behavior and provide a copy to the patron. Suspensions will be for a definite period of time. Suspensions will apply to all Library facilities and services. Patrons shall be given the opportunity to discuss the basis for the suspension with the Library Director.
2. Suspensions may be appealed to the Board by a written request for a hearing submitted to the Library Director within 14 days 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.

Policy review will be done biennially by the Board of Trustees.

Approved by the Woodridge Public Library Board of Trustees 12/21/2016