

Patron Behavior/Code of Conduct

The Colona District Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the act in establishing and maintaining the library and providing library services and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the board.” (75 ILCS 5/4-7)

The Board of Library Trustees of the Colona District Public Library establishes its **Patron Behavior/Code of Conduct** policy as follows:

Section 1. A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel. **Examples of conduct and actions not permitted anywhere on Library property include but are not limited to the following.**

- Carrying firearms and dangerous weapons of any type (excluding by law enforcement)
- Use of tobacco products, smoking of any kind (including e-cigarettes) and smoking within 15 feet of a library entrance.
- Use of incendiary devices such as candles, matches or lighters unless approved by the library director for special programming purposes.
- Being under the influence of alcohol/illegal drugs and selling, using or possessing alcohol/illegal drugs. Responsible use of alcohol served as part of library events is permitted in certain areas.
- Harassing others either verbally or through actions. Harassment may include such actions as initiating unwanted conversations with patrons or staff, impeding access to the building or other areas in the library, and using obscene/offensive/lewd words or gestures.
- Soliciting, selling, campaigning, petitioning or distributing materials or goods in the library or around library entry ways except as specifically approved by the library Director.
- Stealing, damaging, altering, or inappropriate use of Library property.
- Trespassing in nonpublic areas, being in the library without permission of an authorized library employee before or after Library operating hours.
- Fighting or challenging to fight.
- Creating unreasonable noise or using any equipment at a volume that disturbs others, including but not limited to audible devices, cell phones, pagers, and other communication devices in a manner that disturbs others.

- Cell phone calls must be taken in one of the library's lobbies.
- Gambling.
- Using restrooms for bathing or laundry.
- Littering.
- Being barefoot, improperly dressed, offensive body odor or personal hygiene that causes a nuisance to others, including overpowering perfume or cologne.
- Consuming beverages in public areas of the library, except for beverages in closed containers.
- Food is not allowed in the library unless authorized by staff.
- Bringing in articles which impede the use of the library by other users. All bags and other articles are subject to inspection by library personnel. The library reserves the right to limit items brought into the library
- Operating wheeled devices, vehicles or using wheeled footwear inside the building except for strollers or where such use is to afford a disabled person access to the library.
- Bicycles are to be parked in the bike racks provided.
- Lying down or sleeping in the library.
- Service animals are welcome in the library. Other animals are permitted if authorized by the Library Director.
- Use of sporting equipment is not allowed in the library.

Section 2. In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian. **Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.**

Section 3. If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.

Section 4. Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the library for that purpose. Upon the second recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall ban the patron from use of library premises for a period of thirty days. **Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.**

Section 5. Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Section 6. In the event a patron barred from the use of the library attempts entry into the library during any such period of exclusion, the police will be summoned and informed of the prior action.

Section 7. In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

Section 8. This **Patron Behavior/Code of Conduct** policy shall take effect immediately upon enactment and approval according to law and will be in full force and effect thereafter. A copy shall be posted in the library.

Approved 01/08/2019

Reviewed January 2022 C.M.

Reviewed March 2025 T.R.