



## Library Use and Conduct Policy

### Policy No. 1A

#### 1. Introduction

The Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to utilize library materials and services; to protect the rights of library employees to conduct library business without interference; and to preserve library materials and facilities for future generations. The Board of Trustees authorizes the Library Director to establish and implement procedures to ensure this policy and the Patron Code of Conduct is adhered to and to ensure the Library is preserved for the purposes for which it is intended.

#### 2. Welcoming Environment

The Hodgkins Public Library is responsible for providing a comfortable and welcoming environment. Library patrons must be respectful of each other and behave in a manner that does not disrupt other library users or interfere with normal operation of the Library. To this end, the following activities are prohibited:

- Creating unreasonable noise or using electronic equipment at a volume that disturbs staff or other patrons.
- Impeding entry into or exit from the Library.
- Using obscene, abusive or profane language, including racial, ethnic or sexual epithets.
- Harassment of any kind, including sexual and physical.
- Conduct that hinders or prevents others from using the Library or Library materials.
- Engaging in peeping, stalking or indecent behavior.
- Soliciting, panhandling or gambling on Library property.
- Photographing Library patrons or staff without permission.
- Failure to comply with a reasonable staff request, or failure to leave the Library during emergencies or at closing time.

#### 3. Safety and Security

The Hodgkins Public Library is responsible for protecting collections, equipment and property for present and future users. **Library users are advised to keep personal belongings with them at all times.** Intentionally damaging or stealing any materials, or equipment or property belonging to the Library, another patron or staff member is prohibited. To this end, the following activities are prohibited:



- Running, pushing, fighting, shoving or engaging in boisterous activity inside the Library or on Library grounds.
- Trespassing or entering Library property when banned.
- Leaving bicycles, skateboards, scooters or similar items inside the Library or on public pathways. These items should be parked in the bicycle rack or securely out of the way of the entrance.
- Carrying of any weapon, concealed or partially concealed, in the Library building or on Library property.
- Possessing, selling or being under the influence of alcohol or illegal drugs.
- Leaving animals unattended on Library property.
- Bringing animals inside the Library building, with the exception of registered service animals or as approved for participation in Library programs.
- Vandalizing Library facilities or materials.
- Leaving children in need of supervision unattended on the premises. Specifically:
  1. Children aged seven (7) and under must be unaccompanied by an adult.
  2. Any children aged 12 or younger left unattended after the Library closes may be placed in police custody for his or her safety.
  3. See the Unattended Children Policy for more information.

#### 4. Cleanliness and Comfort

The Hodgkins Public Library is responsible for maintaining a clean and healthy environment. Library patrons must be aware that the Library is a shared, public space and should conduct themselves in a way that assists in maintaining a clean and healthy environment in the Library. To this end, the following activities are prohibited:

- Consuming food or having open containers of food, except at designated Library functions.
- Drinking beverages without a secure lid or cap.
- Smoking, chewing tobacco or other tobacco use.
- Improper dress such as not wearing shoes or a shirt.
- Poor personal hygiene that is offensive or constitutes a nuisance to others.
- Using the building's restrooms inappropriately. Examples include, but are not limited to, use as laundry facilities, bathing facilities or gathering places.

#### 5. Child Safety

The Hodgkins Public Library is responsible for providing a safe, welcoming environment for children and families. It is important for parents, guardians and caregivers to remember that the Library is a public space and therefore children's safety cannot be guaranteed. Children may encounter hazards such as doors, furniture, electrical equipment, allergens and choking hazards.



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## Visiting the Library

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The conduct, safety and supervision of children while on Library premises are the responsibility of parents, guardians and caregivers. Children aged seven (7) and under must be under the direct supervision of an adult while in the Library. Children aged eight (8) and up are welcome to use the Library unattended, but it is the responsibility of parents and guardians to make children aware of Library policies and procedures. Please see our Unattended Children Policy for more information.

### 6. Enforcement of the Library Use and Conduct Policy

Enforcement of the Library Use and Conduct Policy will be conducted in a fair and reasonable manner. Library staff and/or the Hodgkins Police Department will intervene to stop prohibited activities and behaviors. Individuals who fail to observe Library policies may be asked to leave the building and property, be banned from the Library or Library computers for a period of time, be subject to arrest or be subject to other lawful action. Appeals may be made in writing to the Library Director or to the Library Board of Trustees.

**Approved: 01/18/2016**