

# Hinsdale Public Library

## Behavior Policy

### **Purpose**

The Hinsdale Public Library's Behavior Policy is designed to:

- A. Ensure Library patrons are provided with a safe and pleasant environment, consistent with the Library's goal of creating inviting physical spaces that encourage the productive use of the Library.
- B. Enable Library staff to effectively perform their jobs and enjoy a safe and secure workplace.
- C. Protect Library property from damage or theft.

Prohibited behaviors are those which, in the opinion of Library staff:

- Infringe on the productive use and enjoyment of the Library by others, or
- Interfere with Library operations, or
- Interfere with the ability of Library staff to do their work, or
- Endanger Library property

### **Policy**

Behavior prohibited in the Library includes, but is not limited to:

1. Engaging in loud or otherwise disruptive conversation or conduct, including loud use of phones, audio-visual equipment, computers, or other equipment.
2. Eating outside of authorized library programs, with the exception of responsible consumption of small snacks (for example, granola bars, pretzels, dry cereal).
3. Any food or drink consumption in the Digital Media Lab.
4. The use of rollerblades, skateboards, scooters or similar equipment in the Library or immediately outside Library entrances. Wheelchairs and other similar equipment used by disabled persons, and strollers for children are permitted.
5. The use of tobacco products (or electronic cigarettes).
6. The possession or use of alcohol or other controlled substances, or being impaired from the use of such substances. Responsible consumption of alcohol served as part of Library events is permitted in designated areas.
7. Bringing any animal into the building, except an animal needed and trained to assist a disabled or visually impaired person or an animal that is part of an authorized Library program or function. Animals left outside the Library may not impede safe access to the building.
8. Being bare-footed or being exposed indecently.
9. Having body odor that is offensive to others.
10. Loitering.
11. Sleeping in a manner that disturbs others or interferes with the use of the Library by others.
12. Damaging, defacing, or stealing Library property.
13. Using furniture, floors or stairways in an inappropriate or unsafe manner.

# Hinsdale Public Library

## Behavior Policy

14. Using bathroom facilities for bathing, shaving, or laundry.
15. Harassing patrons or Library staff in a physical, sexual, or verbal manner including, but not limited to, purposeful attempts to intimidate, annoy, or provoke others by following, prolonged staring, or engaging in behavior that Library staff believes is meant to mock, taunt, or bait, or which reasonably can be expected to disturb other persons.
16. Panhandling.
17. Soliciting, selling, campaigning, petitioning or distributing materials or goods in the Library or around Library entryways except as specifically approved by the Executive Director.
18. Being present in Library offices, lounges, storage areas, or other non-public areas while unaccompanied by a Library staff member or without prior agreement with Library management.
19. Failing to leave the premises promptly at closing time.
20. Failing to leave the premises when so directed by Library staff.
21. Possessing or using weapons. [Per Section 65 of Public Act 98-63, the Firearm Concealed Carry Act (*430 ILCS 66*), carrying firearms into a public library is prohibited, even for those who obtain a concealed carry license.]
22. Engaging in any illegal act or conduct in violation of Federal, State, or local law, ordinance or regulation.

### **Quiet Room**

The Quiet Room is reserved for silent study, reading and similar activities. Patrons should move to another area of the Library to speak on the phone or participate in extended conversation.

### **Supervision, Safety and Behavior of Children in the Library**

Children under 8 years of age must be under the direct and constant supervision of a caregiver (i.e., an adult or mature adolescent twelve years or older) who assumes full responsibility for the child's safety and behavior in the Library.

While a child younger than 8 years of age attends a Library program, "direct and constant supervision" may not require the caregiver's attendance at the program. The caregiver must, however, remain in the Library and be readily available in case he or she is needed to provide supervision.

# Hinsdale Public Library

## Behavior Policy

### Enforcement of Behavior Policy

- A. Staff is authorized to use all necessary and reasonable measures to enforce this policy.
- B. Any patron or group of patrons who exhibit or participate in prohibited behavior or disregard Library rules and policies after having been warned by staff may be asked to leave the Library and not return for the remainder of the day.
- C. Any patron or group of patrons who does not leave the Library after having been asked by staff to leave will be considered trespassers.
- D. Police may be called to:
  - Remove trespassers from the Library
  - Provide assistance to Library staff in dealing with persons who violate Library policies, rules and regulations
- E. The Executive Director is authorized to limit or suspend, for up to thirty (30) days, Library privileges (all or in part as determined by the Executive Director) of anyone whose unacceptable behavior is chronic, dangerous or severely disruptive. Parents of minor children will be notified of this action. With the approval of the Board, a person or group may be denied access to the Library for a period longer than thirty (30) days.
- F. A person or group whose Library privileges have been denied or limited may appeal the decision by submitting a request via letter or email to the President of the Board of Library Trustees. The Policy Committee will convene, review the request and make a recommendation to the Library Board. Following a vote by the Library Board, the Executive Director or Board President will contact the patron with the Board's decision. The Board aims to resolve all patron issues in a timely manner.

### Related Library Policies

Copies of the following related policy statements, which also contain information regarding patron behavior, are available at any of the Library's service desks and on the Library's website.

- *Hinsdale Public Library Meeting and Study Room Policy*
- *Hinsdale Public Library Display Policy*
- *Hinsdale Public Library Room Use Policy*

Approved and Adopted by Library Board on November 19, 1996.

Revised 3/23/99, 9/23/03, 8/26/08, 4/28/00, 5/22/12.,11/18/14, 1/24/17.