

CONDUCT IN GENERAL

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CONDUCT IN THE LIBRARY

POLICY:

The Park Ridge Public Library is a public institution that strives to advance human knowledge and understanding by providing access to information, literature, technology, and the arts relevant to the community it serves. To that end, Library employees and patrons who visit the Library facilities deserve a safe, clean, healthy, courteous and productive environment for study, research, information and entertainment.

In order to achieve these goals, the Board of Trustees of the Park Ridge Public Library has created a policy on Conduct in the Library.

RULES:

The following list of behaviors and conduct are in conflict with the Library's goals and are among the behaviors not permitted on Library premises:

- Interfering with the use of the Library or its resources by Library patrons or interfering with Library employees' performance of their duties.
- Harassing or annoying patrons through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Theft, vandalism, defacing or mutilation of Library property.
- Smoking or using tobacco products in the Library building or within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Being under the influence of alcohol or drugs.
- Consuming food or uncovered beverages in the Library building, unless specifically authorized at a library function.
- Using the public restrooms for the purpose of shaving, bathing, or washing and drying clothes.
- Failing to wear proper attire (e.g., bare feet, bare chest, transparent or see-through clothing, bathing suits, etc.).
- Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff or to interfere with others' use of the building
- Conducting any activity that obstructs or interferes with patrons entering or exiting the Library building or grounds.
- Soliciting in the Library building or within 50 feet of the Library entrance.
- Bringing animals into the Library building except for registered handicap support or guide animals – or for an authorized Library function.

- Skateboarding, roller skating, inline skating, or bicycle riding on Library property
- A violation of these rules may result in any of the following sanctions:
- A warning.
- A request to leave the Library building.
- A call to the police or other legal actions as seems most appropriate to the Library Director (or designee).
- A suspension of Library privileges for up to thirty (30) days with the approval of the Library Director (or designee).

A Library patron must be advised of the reasons for any proposed sanction and given the opportunity to state his or her views as to the facts giving rise to the proposed sanction. A suspension of Library privileges for longer than 30 days with the approval of the Board of Trustees.

A person whose Library privileges have been denied or limited may appeal the decision to the Board of Trustees requesting a hearing within thirty days (30 days) after the imposition of the sanction. Any such request must be submitted in writing. Failure to request a hearing within that period shall result in the sanction becoming final and binding. The hearing will be held at the next regularly scheduled Board meeting.

The Library Director (or designee), at their discretion, will determine if the behavior is Inappropriate.

CONDUCT IN GENERAL

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SPECIAL SAFETY RULES CONCERNING CHILDREN:

POLICY:

The Library is a public building and as such the Board of Trustees and staff are concerned about the safety of all adults and children who use the Library.

RULES:

1. Library staff is available to answer questions, assist with computers and assist as needed but cannot and do not serve as baby sitters, teachers, security guards, or disciplinarians.
2. Children in kindergarten or younger must be supervised at all times by a parent or caregiver 12 years of age or older. Children who are not yet in 3rd grade must have a parent/caregiver in the Library building.
3. If a child not yet in 3rd grade is participating in a Library program, the parent/caregiver must remain in the Library building.
4. Parents/caregivers must remain at the Library if the children cannot follow the Library rules and be safe without their parent/caregiver. It is recommended that parents teach their children how to contact the parent or caregiver in case of emergency.
5. Parents or caregivers must adequately supervise the behavior of their children. If not, they will be made aware of the problem as quickly and discreetly as possible. Children's behavior must improve immediately, or the parent/caregiver and children will be directed to leave the Library.
6. If a child, 12 years of age or younger, remains longer than 15 minutes after the building has closed, staff will contact the police. Two staff members will stay with the child until a parent, other caregiver or police arrive.
7. If these rules are repeatedly violated, the parent, caregiver and child's access to the library may be suspended.
8. The library is a public building open to everyone. Parents and caregivers should keep this in mind when children are using the building.

Approved: April 15, 2008