

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:

- Interfering with the use of the Library or its resources by Library patrons or interfering with Library employees' performance of their duties.
- Harassing or disrupting patrons or staff 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, in the Library Reading Garden and on the sidewalks adjacent to the building, or within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Use of e-cigarettes and other electronic smoking devices in the Library building, in the Library Reading Garden and on the sidewalks adjacent to the building, or within fifteen (15) feet of the entrances to the Library building.
- Consuming alcohol (unless specifically authorized at a Library function) or being under the influence of alcohol or drugs, or bringing these items into the building.
- 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 fifty (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.

- Leaving personal items unattended in the building.
- Bringing large personal items into the Library that obstruct walkways and create a safety hazard.
- Skateboarding, roller skating, inline skating, or bicycle riding on Library grounds

For the purposes of this policy, "Library privileges" include but are not limited to:

- Use of library card
- Presence on Library grounds
- Attendance at Library programs and/or Library events

A violation of these rules may result in any of the following sanctions:

- A warning
- A request to leave the Library grounds. For the purpose of this policy, see attached map of "Library Grounds".
- 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 forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Library Director (or designee).
- A suspension of Library privileges for longer than forty-five (45) days, from the date of mailing of the notice of suspension, with the approval of the Board of Trustees at the next scheduled Board meeting.

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 person whose Library privileges have been denied or limited may request reconsideration of the decision to the Board of Trustees within forty-five (45) days after mailing of notice of the imposition of the sanction to the patron's last known address. Any such request must be submitted in writing. Failure to do so within forty-five days, from the date of mailing of the notice of suspension, shall result in the sanction becoming final and binding.

A violation of the terms of a suspension will be reported to the Park Ridge Police Department and the Library will take whatever action it deems appropriate including, but not limited to, reporting said person for trespassing or other criminal prosecution.

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

Revised January 16, 2018
Revised November 21, 2017
Revised September 19, 2017
Revised September 20, 2016

Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010
Approved January 8, 1980



**PARK RIDGE PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF RESTRICTION OF USE PRIVILEGES**

Date: _____

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Set forth your reasons why the Library Board ruling should be rescinded or modified (*continue on back if necessary*):

Feel free to attach additional narrative explanation, letters, or supporting documents to this form.

(Optional)

Please provide the name and contact information for persons you would like the Library to contact relative to your request:

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

You will be notified in writing of the decision of the Library Board.

Mail completed form to:

Library Director, Park Ridge Public Library, 20 S. Prospect Avenue, Park Ridge, IL 60068

20 S. PROSPECT AVENUE, PARK RIDGE, IL 60068 | 847.825.3123 | www.parkridgelibrary.org

“Library Grounds”

(For the purposes of Library Policy IF1, Conduct in the Library)

