

PALOS HEIGHTS PUBLIC LIBRARY

PATRON BEHAVIOR ON LIBRARY PROPERTY POLICY

PATRONS SHALL:

- **Engage in activities associated with the use of a public library.**
- **Respect the rights of other patrons and staff members.**

PATRONS SHALL NOT:

- **Harass or annoy others**

Examples include noisy or boisterous activities, staring at another person with the intent to harass/annoy that person, following another person about the building with the intent to harass/annoy that person, playing audio equipment, disruptive use of cellular phones and laptops, singing or talking loudly to others or in monologues, or behaving in a manner which can be reasonably expected to disturb others.

- **Smoke, use E-Cigarettes, use any other tobacco products, or consume food or drinks inside the library building except as follows:**

Beverages are allowed in the library as long as they are in a securely covered container. No beverages of any kind are allowed in the computer lab, the MediaScape room, the Media lab, or in the vicinity of the use of any library-owned laptop, tablet, or other computer equipment. The consumption of alcoholic beverages on library property is strictly prohibited in all circumstances.

Light snacks are allowed in designated areas only.

- **Be under the influence of alcohol or drugs.**

- **Engage in any illegal activity while in the library building.**

- **Interfere with the use of the Library by other patrons, or interfere with library employees' performance of their duties.**

Examples include use of roller blades, skateboards, scooters, and similar equipment in the Library, immediately outside library entrances, and in the parking lot. Bicycles may not be brought into the building or left outside in areas that obstruct convenient and safe passage by others. Bicycles should be left in designated areas. Wheelchairs used by disabled persons and strollers for children are permitted. The library encourages safe use of such conveyances.

- **Use furniture or floors in inappropriate or unsafe manner.**

Examples include sitting on tables and other work surfaces or on the sides of armchairs and couches; use of an item of furniture by more people than it was designed to accommodate; placing feet or legs on tables, chairs, and other furniture; reclining along the length of couches or love seats; lying down on the floor; sitting, kneeling, or "spreading out" on the floor for extended periods so as to hinder convenient and safe access or passage by others; and setting personal belongings including back packs/school bags or library materials and equipment on the floor so as to hinder such access or passage; relocating library furniture or equipment without permission from library staff.

- **Panhandle, solicit, sell, distribute goods or services or operate a business in the library or on its grounds.**

- **Deface or mar library materials or equipment.**

Materials include books, magazines, newspapers, recordings, or other items of the library collection. Nor shall patrons deface, mar, or in any way destroy or damage library furnishings, walls, machines, or other library property.

- **Enter the building without a shirt or shoes.**

Patrons must wear a covering of their bodies and must wear shoes or other footwear.

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the building.

- **Bring pets or animals into the library.**

Other than guide dogs for the visually impaired.

Library staff members on duty are responsible for discipline in the library and on its grounds. Any patron not abiding by these or other rules and regulations of the library may be required by a supervisor in charge to leave the library building and grounds for the remainder of the day. If the individual is a juvenile, notification will be made to the parents, when possible. Serious or continued violations may result, upon written notification, in a suspension of privileges for up to thirty (30) days by the Administrative Librarian or the Librarian-in-Charge. Library employees may contact the Palos Heights Police Department if deemed advisable. Documentation must be provided by the supervisor. The supervisor must write a full account of the incident.

Any patron who violates these or other rules and regulations may, on the recommendation of the Administrative Librarian and with the approval of the Library Board of Trustees, be denied the privilege of access to the library for an extended period longer than thirty (30) days. The patron will be notified in writing by certified mail of the date of the board meeting at which his/her case will be discussed. The patron will be given the opportunity to appeal and explain his/her actions.

ADOPTED: 7/14/94

REVISED: 9/09/99

REVISED: 6/14/01

REVISED: 6/10/04

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