

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3060

Standards of Public Conduct

Adopted: April 10, 1989

Reviewed/Revised: June 13, 2009; February 19, 2013; September 16, 2014; June 16, 2015;
April 19, 2016; September 19, 2017; July 7, 2020; November 15, 2022;
March 21, 2023

ARTICLE 1. AUTHORITY

The Board of Trustees of the Warren-Newport Public Library District (WNPLD) has the authority to determine such rules and regulations for the governance of the Warren-Newport Public Library (WNPL) as may be expedient, including, but not limited to, rules of behavior necessary to protect the rights of individuals to use WNPLD materials and services, to protect the rights of WNPLD employees to conduct WNPLD business without interference, and to preserve WNPLD materials and facilities. Illinois law authorizes the Board to “exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board.” [75 ILCS 16/30-55.55]

ARTICLE 2. RIGHTS OF PATRONS AND STAFF

The Board of Trustees believes that WNPL patrons have the right to use WNPLD materials and services without being disturbed or impeded by other WNPL users; that WNPL patrons and staff have the right to an environment that is secure and comfortable; and that WNPL patrons and staff have a right to materials that are accessible and in good condition.

ARTICLE 3. PROHIBITED CONDUCT

Any conduct that disturbs WNPL users or staff or that hinders others from using WNPL or WNPLD materials is prohibited.

Section 3.01 Minor Disruptions

In the case of minor disruptions, the violating patron will be informed of the issue. Should the activity persist, and the patron does not respond or modify their behavior, Library Staff may ask the patron to leave for the day.

Examples of minor disruptions include, but are not limited to:

- Eating or drinking outside of what is allowed per Policy 3070 Food, Drink, and Food Allergies.

- Leaving a child unattended. See Policy 3063 Unattended Children.
- Sleeping.
- Loitering, which is defined as "remaining at the Library when not engaged in library-related business or activities."
- Visiting WNPL without wearing a shirt or shoes.
- Bringing pets or animals other than service animals as defined by the Americans with Disabilities Act, which are allowed in accordance with federal and Illinois law.
- Failure to comply with local public health and safety requirements.
- Excessive noise or inappropriate language that disturbs others.
- The use of electronic devices with or without headphones at a volume and/or location that is disturbing to others.
- Selling for profit or soliciting for charitable purposes on WNPLD property, except for the Friends of the Warren-Newport Public Library or WNPLD.
- Distributing leaflets on WNPLD property except in accordance with Policy 3055 Display and Literature Distribution.
- The use of roller skates, scooters, skateboards or other similar devices on Library property.

Section 3.02 Major Disturbances

In the case of major disturbances, the offender may be ordered to leave the building and grounds immediately or may have their Library privileges revoked for a period of time determined by the severity of the offense. Examples of major disturbances include but are not limited to:

- Smoking, vaping, or using other tobacco/marijuana products in the Library or within 30 feet of entrances, exits, or outdoor seating areas.
- Harassing or inappropriate language or behavior, such as intimidation, or physical, sexual, or verbal abuse.
- Fighting, disorderly conduct, or behavior that threatens the safety of others.
- Theft, vandalism, or intentional damage to Library property.
- Entry into restricted areas, such as administrative offices and staff workrooms.
- Consumption, or being under the influence of alcohol, marijuana, or controlled substances, or the illegal consumption, selling, or solicitation of such substances.

- Alcoholic beverages are not permitted on Library property except in accordance with Policy 3031 Alcoholic Beverages.
- Unlawful possession of a weapon as defined by 720 ILCS 5/33A-1.
- Hindering any employee of WNPLD in the performance of their duties or attempting to bribe or coerce any employee of WNPLD.
- Public indecency or lewd behavior as defined by 720 ILCS 5/11-30.
- Patrons whose bodily hygiene is offensive to others shall be required to leave the building and may return when the problem has been corrected.
- Any violation of the Illinois Firearms Concealed Carry Act. [430 ILCS 66]
- Any other unlawful conduct.

Section 3.03 Misuse of Technology

Detailed rules governing computer and internet use are addressed in Policy 3065 Technology Use by the Public. Violations of Policy 3065 may result in revocation of internet access privileges, computer privileges, and/or other Library privileges.

Section 3.04 Misuse of Study Rooms

Detailed rules governing the use of study rooms are addressed in Policy 3053 Study Rooms. Violations of Policy 3053 may result in revocation of study room privileges and/or other Library privileges.

Section 3.05 Third Party Photography and Filming

While filming in the Library for commercial purposes must be approved in advance, general library users may film Library staff in public service areas as part of their First Amendment rights and staff do not have a presumption of privacy unless in staff only areas.

Section 3.06 Revocation of Library Privileges

Patrons who have had their Library privileges revoked are not allowed on Library property, including the parking lot, lawn, and library vehicles. They are not allowed to use any Library services including WNPL materials and databases or to attend programs, whether offered in the building or offsite.

When a patron has been asked to leave the building and property due to a disturbance resulting in damage to or destruction of WNPLD property, the Executive Director shall immediately revoke their Library privileges. The patron’s Library privileges will continue to be revoked until such time as restitution for the full cost of the damage or destruction is made.

When a patron violates the Illinois Firearms Concealed Carry Act (430 ILCS 66), the Executive Director shall immediately revoke their Library privileges for a period of up to one (1) year.

Section 3.07 Incident Report

When any infraction of the Standards of Public Conduct results in a patron being asked to leave the premises, WNPLD staff shall file an incident report.

Section 3.08 Subsequent Instances of Prohibited Conduct

Patrons who have been asked to leave the building and grounds due to disturbances as outlined in Sections 3.01 and 3.02 and who at subsequent times cause repeated disturbances may have their Library privileges revoked by the Executive Director.

ADULTS: A patron's Library privileges will be revoked, and the patron barred from the Library for one (1) month. If the disturbances continue following the reinstatement of Library privileges, the individual will be barred from the Library property for a period of one (1) year.

MINORS: Children will be warned that their Library privileges will be revoked. If disturbances continue, a letter will be sent to the child's parent(s) or guardian(s) describing the problems and warning them of the consequences. A minor child who continues to cause disturbances will not be permitted to use WNPL for a period of one (1) month unless a parent or guardian accompanies the child to WNPL and supervises the child in WNPL. If the disturbances recur following the reinstatement of Library privileges, the child will be barred from use of the Library for a period of one (1) year.

Section 3.09 Notification of the Board of Trustees

If a patron's Library privileges are revoked by the Executive Director under the provisions of Sections 3.06 or 3.08 of this Policy, the Executive Director shall inform the Board of Trustees of the matter at the next regular meeting of the Board.

Section 3.10 Appeal of Revocation of Privileges

A patron whose Library privileges have been revoked by the Executive Director may appeal the decision in writing to the Board of Trustees. The Board of Trustees, in its sole discretion based on the nature of the appeal, may request additional information from the patron and/or the Executive Director. If the Board of Trustees elects to receive additional information, the Board reserves all rights with respect to the terms of the revocation of Library privileges. If the Board of Trustees determines there is no need for additional information, the decision of the Executive Director is final.

Anyone considering appealing a revocation of Library privileges should be aware that the Open Meetings Act does not provide an exception to allow the Board of Trustees to consider an appeal in closed session, even if the appeal is by or on behalf of a minor. Therefore, any discussion of an appeal will take place in open session. Members of the community or Library Staff may be present during such discussion, and regular monthly board meetings are recorded and posted on the WNPL web site for viewing by the public.

ARTICLE 4. PERSONAL PROPERTY

Section 4.01 Unattended Personal Property

WNPLD is not responsible for items left unattended. Staff may report suspicious unattended items to law enforcement.

Section 4.02 Inspection of Personal Property

Because WNPL materials must be properly checked out before being removed from the premises, patrons may be asked to open briefcases, bags, purses, packs, etc. for inspection before they exit the building.

ARTICLE 5. RESPONSIBILITY FOR CHILDREN

Detailed rules governing the use of WNPL by minors are addressed in policies 3063 Unattended Children, 3046 The Point, and 3045 The Vault.
