

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

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 right 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 EMPLOYEES

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 employees have the right to an environment that is secure and comfortable; and that WNPL patrons and employees 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 receive two (2) warnings from WNPLD staff. Violators shall be shown a copy of Standards of Public Conduct at the time a warning is issued and will be advised of the next course of action to be taken by WNPLD staff if the unacceptable behavior continues. At the third offense, the patron must leave the building and grounds for the rest of the day.

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

- Eating or drinking, with the exception of drinks with covers to guard against spillage. (Eating and drinking are permitted in the Library’s food vending area.)

- Sleeping.
- Harassing others, either verbally or through actions. Harassment may include such actions as initiating unwanted conversations with other WNPL users or employees and impeding access to the building or an area in the building.
- Entering WNPL without shirt or shoes.
- Bringing any animals, except one assisting a disabled or visually impaired person or as sanctioned by WNPLD, into the building.
- Excessive noise.
- Using mobile phones or pagers within WNPL in such a way as to disturb others. Patrons should turn off mobile phones and pagers or set them to silent alarm when in WNPL. The Board of Trustees urges patrons to use mobile phones in the foyer or outside the building.
- Selling for profit or soliciting for charitable purposes on WNPLD property, except for the Friends of the Warren-Newport Public Library.
- Distributing leaflets on WNPLD property except in accordance with Policy 3055 Display and Literature Distribution.
- Operating wheeled vehicles such as bicycles, tricycles, and skateboards or using any wheeled footwear such as roller skates and roller blades inside the building, except for strollers or where such use is to afford a disabled person access to WNPL.
- Exceeding the established limit of people allowed to sit together, based on limits set by WNPLD.

Section 3.02 Extreme Disturbances

In case of extreme disturbances, the offender may be ordered to leave the building and grounds immediately. Examples of extreme disturbances include but are not limited to:

- Smoking, including e-cigarettes.
- Wearing a hat or any other headgear in such a way as to signify or represent gang affiliation.
- Wearing any distinctive gang apparel.
- Engaging in any gang activity, including but not limited to flashing gang hand gestures, displaying visible gang symbols, or carrying gang paraphernalia.
- Fighting or disorderly conduct.
- Abusive language toward another patron or a WNPLD staff member.

- Theft.
- Vandalism.
- Misuse of any WNPLD property.
- Possession of any illegal or harmful substance.
- Possession of a weapon as defined by 720 ILCS 5/33A-1.
- Hindering any employee of WNPLD in the performance of his or her duties or attempting to bribe any employee of WNPLD.
- Public indecency.
- 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 Revocation of Library Privileges

When a patron has been asked to leave the building due to a disturbance resulting in damage to or destruction of WNPLD property, the Executive Director shall immediately revoke his or her 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 knowingly violates the Illinois Firearms Concealed Carry Act (430 ILCS 66/), the Executive Director shall immediately revoke his or her Library privileges for a period of up to one (1) year.

Section 3.06 Incident Report

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

Section 3.07 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 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 independent use of the Library for a period of one (1) year.

Section 3.08 Notification of the Board of Trustees

If a patron's Library privileges are revoked by the Executive Director under the provisions of Sections 3.05 or 3.07 of this Policy, the Executive Director shall inform the Board of Library Trustees of the matter at the next regular meeting of the Board.

Section 3.09 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 Library Trustees. The Board of Library Trustees will hear the appeal at their next regularly scheduled meeting. The patron's Library privileges shall be reinstated by the Executive Director from the time that the written appeal is filed by the patron until such time as the Board of Library Trustees rules on the appeal. The decision of the Board of Library Trustees shall be final.

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 Policy 3063 Unattended Children and Policy 3045 The Vault.
