

# *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

#### **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 receive two (2) warnings from WNPLD staff. Violators shall be informed of Board Policy 3060 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.
- Loitering.
- Visiting WNPL without wearing a shirt or shoes.
- Failure to comply with WNPLD health and safety requirements.
- Bringing any animals, except one assisting a disabled or visually impaired person or as sanctioned by WNPLD, into the building.
- Excessive noise or inappropriate language that disturbs others.
- Using electronic devices within WNPL in such a way as to disturb others. Use of mobile devices for verbal conversations is not allowed in designated quiet areas.
- 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.
- 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 when 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.
- Taking photographs or videos of library users or staff members without their permission.
- Use of seating in The Vault, Coco's Cove, and The Point by adults who are not accompanying children.

### **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, including e-cigarettes.
- Wearing any distinctive gang apparel or wearing apparel in such a way as to signify or represent gang affiliation.
- Engaging in any gang activity, including but not limited to flashing gang hand gestures, displaying visible gang symbols, or carrying gang paraphernalia.

- Harassing others, either verbally or through actions, or threatening a patron or staff member. Harassment may include such actions as initiating unwanted conversations with other WNPL users or WNPLD employees and impeding access to the building or an area in the building.
- Fighting, disorderly conduct, or behavior that alarms or disturbs others.
- Using obscene, abusive, or demeaning language or gestures toward another patron or a WNPLD staff member.
- Theft.
- Vandalism.
- Misuse of any WNPLD property.
- Noncompliance with service closures or closures of areas of the Library.
- 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 or coerce any employee of WNPLD.
- Public indecency or lewd behavior as defined by 720 ILCS 5/11-30.
- Reckless behavior when responsible for the care of others, including children and at-risk adults.
- Poor personal hygiene resulting in body odor which is offensive to patrons and/or staff.
- Leaving a child unattended. See Policy 3063 Unattended Children.
- 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**

Patrons who have had their library privileges revoked are not allowed on Library property, including the parking lot, lawn, and bookmobile. They are not allowed to use any Library services including WNPL materials and databases or to attend programs, whether offered in the building, on the bookmobile, 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 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, WNPLD 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 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 3.08            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 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 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.

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