

## **PATRON BEHAVIOR POLICY AND CODE OF CONDUCT**

In order to maintain a pleasant and safe environment for patrons, the Chicago Ridge Public Library shall enforce the rules of conduct set forth below. A summary of these rules shall be posted prominently in the Library.

Failure to comply with the Library's Patron Behavior Policy and Code of Conduct may result in removal from the premises and exclusion from the Library for a period of one day to 90 days, or arrest and prosecution depending on the nature of the misconduct. Violations may also result in restriction or termination of Library privileges, including use of computers and other Library resources. Before a patron is excluded for misconduct, he or she shall be given an opportunity to discuss the basis for exclusion with the Library Director or the Director's designee. A patron who is excluded for a period of more than one day may request in writing that the Chicago Ridge Public Library Board of Trustees review the decision at the next regularly scheduled Board meeting.

### **Patrons shall:**

- 1. Engage in activities associated with the use of a public library.** Patrons not reading, studying, or using library materials may be required to leave the building.
- 2. Ensure that children under the age of ten (10) who visit the Chicago Ridge Public Library are accompanied at all times by an adult eighteen (18) years of age or older.** Any unattended children under the age of ten (10) shall be dealt with in accordance with the Chicago Ridge Public Library's "Policy Regarding Unattended or Disruptive Children".
- 3. Respect the rights of other patrons and staff members.** Patrons shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others or in monologues, or by behaving in a manner which can be reasonably expected to disturb others.
- 4. Reserve a study room if they need to work as a group of more than four (4) people.** A Chicago Ridge Library Card is required to use a Study Room.
- 5. Use cell phones and pagers in a manner that is of suitable conversation level in a library.**
- 6. Use photographic equipment of any kind on the library premises only with advanced written permission from the Library Director.**
- 7. Park bicycles in the designated bicycle rack during their library visit.**
- 8. Wear shoes or other footwear and clothing that provides appropriate body coverage at all times.**
- 9. Report violations of these rules promptly to a staff member.**
- 10. Comply promptly and courteously with all requests by any library staff member.**

**Patrons shall not:**

- 1. Engage in any illegal activity while in the Library building.**
- 2. Participate in disruptive or offensive behavior** such as swearing, use of abusive or threatening language, throw things, run, fight, harass other patrons, or otherwise interfere with other patron's use and enjoyment of the Library.
- 3. Annoy or otherwise harass others through noisy or boisterous activities**, such as staring at another person with the intent to annoy that person, playing audio equipment so that others can hear it, singing or talking loudly to others or in monologues, or behaving in a manner which can be reasonably expected to disturb others.
- 4. Solicit for any cause without written permission from the Library Director.**
- 5. Smoke or otherwise use tobacco products on Library property including building, walkways, and entryway, parking or landscaped areas.**
- 6. Loiter and/or impede access to the Library or any part of the Library property.**
- 7. Bring pets or other animals into the Library, other than service animals needed by people with disabilities or animals permitted by the Library Director for special programming purposes.**
- 8. Use roller skates, roller blades, roller shoes, skateboards, or jump ropes on Library property including the Library building, walkways, entryways, parking or landscaped areas.**
- 9. Eat or drink in the Library.**
- 10. Be under the influence of alcohol or drugs.**
- 11. Be in the Library with bodily hygiene so inadequate as to create a nuisance.** Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other patrons will be required to leave the Library.
- 12. Use restrooms to shave, bathe, or launder clothes.**
- 13. Leave personal belongings unattended.** Unattended items are subject to immediate confiscation.
- 14. Move furnishings, sit on tables, or place feet on furniture.**
- 15. Deface or damage Library resources or property, or remove them from the Library without permission.** The term "Library resources" includes books, magazines, newspapers, audio, or video recordings or other items in the Library collection. The term "Library property" includes copy machines, computers, security equipment, and furnishings.
- 16. Interfere with Library employees' performance of their duties.**
- 17. Interfere with the use of the Library by other patrons.**
- 18. Leave minor children at the Library after closing time.** Any minor children left at the Library after closing time will become the responsibility of the Chicago Ridge Police Department after notification by Library staff.
- 19. Sleep in the Library.**