

C10. CONDUCT IN THE LIBRARY

POLICY:

The Park Ridge Public Library is a trusted and valued partner engages with and strengthens our entire community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow. To that end, Library patrons and staff who visit the Library building and grounds deserve a safe, clean, courteous, respectful and productive environment in which to use materials and services.

RULES:

All patrons are expected to abide by Library policies and to respect the rights of others in order to create an environment conducive to equitable and enjoyable use of the Library and its grounds. The following list of behaviors are in conflict with the Library's mission.

- Interfering with the use of the Library or its resources by Library patrons
- Interfering with Library staff performance of their duties.
- Harassing or disrupting patrons or staff through activities that can reasonably be expected to disturb others.
- Using obscene language or lewd, suggestive or sexually harassing words, visual displays or actions.
- Misusing or rearranging Library furnishings, materials and equipment.
- Using physical action or the threat of physical action that could cause injury to a patron or Library staff member or damage to Library property.
- Engaging in any illegal activity.
- Stealing, vandalizing, defacing or mutilating Library property.
- Smoking, using tobacco products, e-cigarettes, and other electronic smoking devices in the Library building on Library grounds within fifteen (15) feet of the entrances to the Library building in accordance with the State of Illinois Smoke Free Illinois Act.
- Consuming or possessing alcohol or illegal drugs in the Library building or on Library grounds. Individuals exhibiting signs of intoxication or substance abuse will be asked to leave. Alcohol may be served at an authorized Library function.
- Being in possession of a weapon while inside Library or on the Library grounds, unless in the possession of a sworn law enforcement officer.
- Eating food is not allowed unless it is served at a designated program. Drinks with lids are allowed inside the Library.
- Using the public restrooms for the purpose of bathing, grooming, or laundering.
- Failing to dress appropriately and wear shoes at all times. (Examples include, but are not limited to, bare chest, transparent or see-through clothing, and bathing suits). Having personal hygiene so offensive as to constitute a nuisance to other patrons or staff.
- Conducting any activity that obstructs or interferes with patron ingress or egress.
- Soliciting in the Library building or within fifty (50) feet of the Library entrance.
- Bringing animals into the Library building. Only authorized service animals and animals used for programs are allowed in the Library building.
- Leaving personal items unattended in the building. Responsibility for lost, stolen, or damaged items rests with the owner.
- Bringing large personal items into the Library that obstruct walkways and create a safety hazard.
- Skateboarding, roller skating, inline skating, or bicycle riding on Library grounds.
- Failing to follow a Library staff member's directive.

Furthermore, the Library it is not designated or intended to serve as a primary classroom or place of business, which are secondary and accessory uses permitted by the Library.

- The Library reserves the right, at its sole discretion, to limit such activities based on space availability or an assessment by Library staff that such activities interfere with the Library's principal designated and intended use and/or operations. The Library may require such groups to relocate to another location in the Library if it determines that it is interfering with the public's use of the Library.

PATRON BANS:

75 ILCS 5/4-7(11) authorizes the Library Board of Trustees to "exclude from the use of the library any person who willfully violates the rules prescribed by the board."

Incidents involving failure to follow the Conduct in the Library policy will be handled at the discretion of the Library Director, or their designee. Failure to abide by any of the Library policies may result in a loss of library privileges, which includes but is not limited to use of library card, presence on library grounds, and or attendance at library programs and/or events. The loss of privileges will be implemented in the following manner.

- The Library Director or Person in Charge may ask a patron to leave for the day, following an incident.
- If the incident is deemed of a more serious nature the Library Director or Person in Charge is authorized to ban a patron for up to 45-days.
- If an incident is the result of a repeat offender, or a very serious policy violation, the Library Director has the right to ban a patron for up to a year. The Library Director may exercise their discretion in determining the level of severity. In the absence of the Library Director, the Director's designee, in consultation with the Board President, can impose a ban for up to a year.
- The Library Board President will be informed of any patron ban over 45-days as soon as is practicable.
- The Park Ridge Public Library Board of Trustees may extend the ban beyond one year and reserves the right to make a ban permanent.

A violation of the terms of a suspension will be reported to the Park Ridge Police Department and the Library will take whatever action it deems appropriate including, but not limited to, reporting said person for trespassing or other criminal prosecution.

APPEAL:

A patron whose Library privileges have been denied or limited will receive mailing of notice of the imposition of the sanction to the patron's last known address via USPS certified mail. A patron may then request reconsideration of the decision to the Board of Trustees within 10 business days. Any such appeal request must be submitted in writing to the President of the Board of Trustees via USPS first class mail or via email at libraryboard@parkridgelibrary.org. Failure to appeal within 10 business days from the date of mailing of the notice of suspension shall result in the sanction becoming final and binding. The Board will review the decision at its next regularly scheduled Board meeting. The Board may conduct its review in closed session, in its discretion. Following its deliberations, the Board will send its decision to the patron via USPS certified mail within 10 business days.

Revised June 18, 2024
Revised February 15, 2022
Revised January 16, 2018
Revised November 21, 2017
Revised September 19, 2017
Revised September 20, 2016
Revised October 15, 2013
Revised May 21, 2013
Revised May 18, 2010



PARK RIDGE PUBLIC LIBRARY REQUEST FOR RECONSIDERATION OF RESTRICTION OF USE PRIVILEGES

Date: _____

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Set forth your reasons why the Library Board ruling should be rescinded or modified (*continue on back if necessary*):

Feel free to attach additional narrative explanation, letters, or supporting documents to this form.

(Optional)

Please provide the name and contact information for persons you would like the Library to contact relative to your request:

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

Name: _____

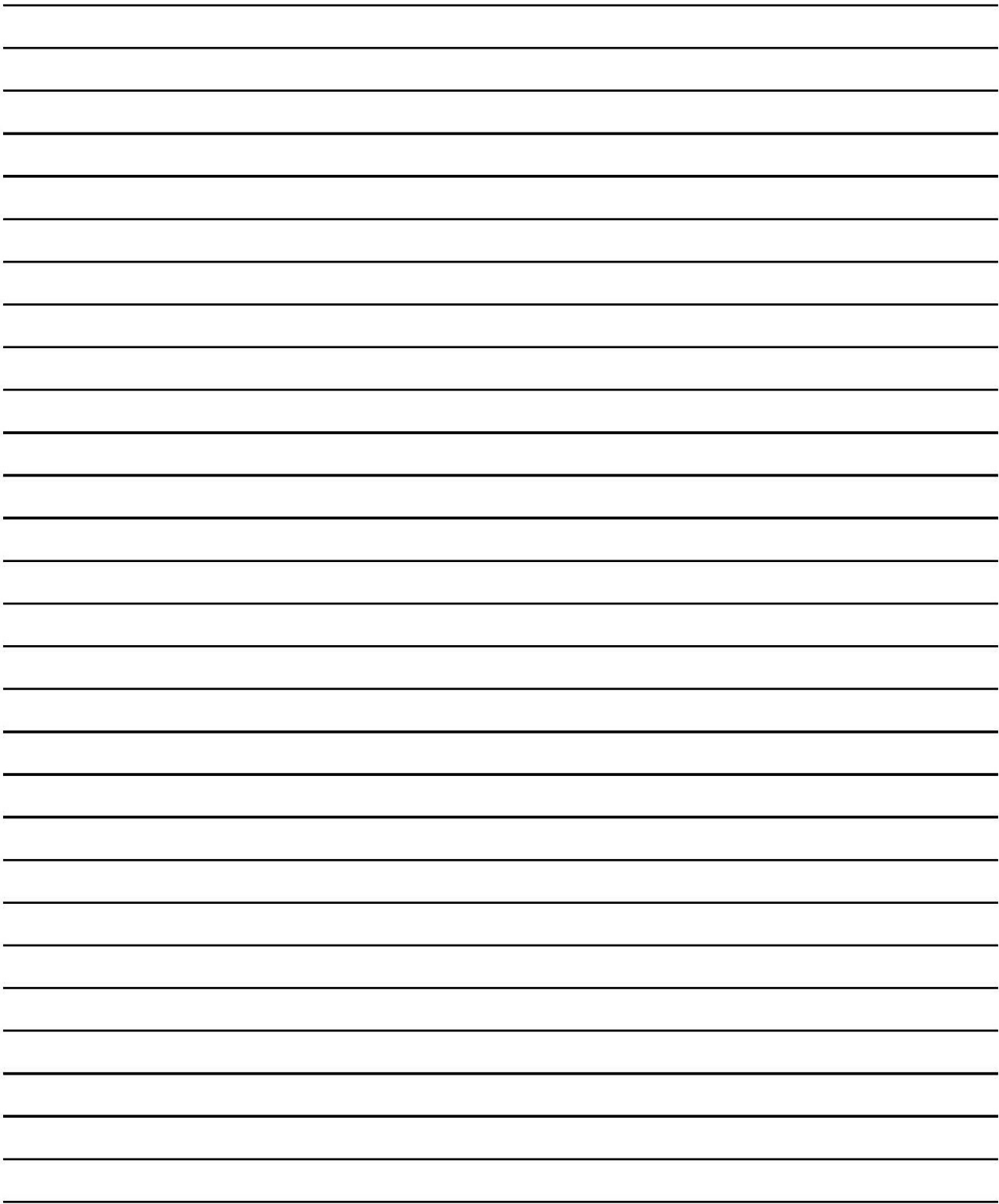
Address: _____

Telephone #: _____ E-mail address: _____

You will be notified in writing of the decision of the Library Board.

Mail completed form to:

Library Director, Park Ridge Public Library, 20 S. Prospect Avenue, Park Ridge, IL 60068



“Library Grounds”

(For the purposes of Library Policy IF1, Conduct in the Library)

