

Woodridge Public Library Behavior Policy

The purpose of a Behavior Policy is to ensure that all Library patrons have the opportunity to use and enjoy Library materials, services and facilities without unreasonable interference or disturbance by others. Individuals are expected to act in an appropriate manner. Those not acting appropriately will be asked to leave the Library. "Library" is defined as the building, grounds and sidewalks immediately surrounding the building itself.

Unacceptable behavior in the Library includes but is not limited to:

- Disruptive behavior such as running, making excessive noise, playing audio equipment so that others can hear it, singing, or engaging in any behavior not in accordance with the normal use of a Library;
- Talking on cell phones except in designated areas;
- Being under the influence of alcohol or drugs;
- Engaging in illegal activity;
- Threatening or harassing others verbally or through actions; this includes following patrons or staff around the Library, staring at other Library users or staff, touching other Library users or staff, or using inappropriate language when speaking to or about Library users or staff;
- Bringing weapons of any kind into the Library
- Destruction, theft or mutilation of Library property (See **720 ILCS 5/16B-1- 16B-2.1**)
- Solicitation, fundraising, distribution of leaflets, proselytizing or similar activities on Library property;
- Asking Library patrons to sign petitions or answer survey questions anywhere inside the Library building;
- Not wearing shirts or shoes into the building;
- Leaving personal items unattended; Library staff cannot be responsible for items left unattended;
- Per **Illinois Public Act 095-0017**, smoking anywhere in the library or within 15 feet of building entrances and air intakes; or
- Bringing animals into the building except as used by persons with disabilities or as part of a library program.

Based on the offense and particular circumstances, violators will be given a warning and may be asked to leave the premises temporarily or permanently. Library privileges may be suspended for any willful violation of the provisions of this or any other policy adopted by the Board of Library Trustees (**75 ILCS 5/4-7.**)

The following procedure will be followed in cases where the Library Administrator determines that a patron should be denied access to the Library:

1. The Library Administrator or her/his designee will prepare a written description of the offending behavior and provide a copy to the patron. Before a patron's privileges are suspended, he/she shall be given the opportunity to discuss the basis for the suspension with the Library Administrator. Suspensions will be for a definite period of time, as set by the Library Administrator. Suspensions will apply to all Library facilities and services.
2. Suspensions may be appealed to the Board by a written request for a hearing submitted to the Library Administrator within two weeks of receipt of the notice of suspension. The hearing will be held as soon as practicable and will be subject to the applicable provisions of the Open Meetings Act. The Board may, at its discretion, uphold the suspension or reinstate the patron's privileges. The decision of the Board is final.

The Library will maintain a file of patrons who have been denied access. This file will include an incident report and a copy of the letter sent by the Administrator to the patron.

Policy review will be done biennially by the Board of Trustees.

First approved by Board of Trustees as part of *Woodridge Public Library Manual* 11/17/1993; revised 12/17/2008; revised 4/20/2011.