



Library Use Policy

We strive to serve all patrons by providing a welcoming and safe environment. The purpose of the Library Use 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. Use of the Library and/or its materials or services constitutes acceptance of the terms of this policy. *The Woodridge Public Library follows Illinois State Law prohibiting the carrying of any weapon in the Library building or on Library property.*

We ask that visitors help us maintain an atmosphere that is conducive to learning and community engagement by following our **Library Use Policy**.

To ensure a safe and positive experience for all, do not:

- Leave a vulnerable child or adult unattended; children 8 years old and under, or children or adults of any age who are unable to care for themselves must be accompanied by, in visual contact with, and adequately supervised by an appropriate parent, guardian, or responsible caregiver (in all cases a minimum of 14 years old or older), at all times and in all areas of the building. *See the Unattended Child Policy for additional library use guidance for children.*
- Engage in any behavior which is disruptive or which hinders the use of the Library. This includes, but is not limited to, loud or boisterous behavior, running, making excessive noise, fighting, playing audio equipment so loud that others can hear it, failure to follow the directions of library staff when directed, or engaging in any behavior not in accordance with the normal use of a Library.
- Engage in illegal activities.
- Threaten or harass others verbally or through actions; this includes following patrons or staff, prolonged staring or unwarranted or intrusive attention, touching others, using inappropriate language when speaking to or about Library users or staff.
- Destroy, steal, or mutilate Library property. (See 720 ILCS 5/16-1 through 5/16-3.)
- Solicit, fundraise, recruit, or conduct similar activities.
- Ask Library patrons to sign petitions or answer survey questions.
- Use the Library while under the influence of alcohol or drugs.
- Enter the Library while in possession of alcohol or illegal drugs.
- Engage in acts of public indecency.
- Distribute leaflets or post notices not authorized by the Library.
- Sleep.
- Eat inside the second floor Children's Area.
- Use public restrooms for unintended purposes such as for laundering clothes, bathing, or gathering.
- Enter without shoes or remove shoes while inside the Library; *infants who are not yet walking are exempt.*
- Use the Library without clothing covering both your upper and lower torso; *nursing mothers are exempt.*
- Leave personal items unattended; Library staff cannot be responsible for items left unattended.
- Enter unauthorized areas of the building, remain in the building after closing, or when requested to leave.
- Smoke in the Library or within 15 feet of entrances and air intakes; includes e-cigarettes or vapes. (Illinois Public Act 095-0017)
- Bring in animals *except service animals* or animals that are part of a Library program; animals may not be left unattended.
- Enter the Library with a bicycle or scooter, or use skateboards, skates, or similar items inside the Library.

- Introduce insects of any kind (e.g. cockroaches, bedbugs, worms, lice, etc.) into the building when returning materials or using Library facilities. Borrowing privileges may be suspended until the problem is corrected. Damages may be assessed for materials that can no longer be used or circulated.
- Enter the Library with hygiene conditions or unsanitary belongings that interfere with the use of the Library by other visitors or staff. These patrons shall be required to leave the building and may return when the problem has been corrected.
- Take photographs or video recordings of patrons or staff in non-public spaces or if it (I) compromises a patron's or staff member's right to privacy, (II) harasses, intimidates, or threatens a visitor or staff member, (III) blocks library aisles, walkways, stairwells, doors, or exits, or otherwise creates an unsafe condition, (IV) takes place in library locations where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, or rooms reserved for nursing), or (V) takes place in areas reserved for staff use only. Recording public meetings in accordance with the Open Meetings Act is permitted.
- **Engage in any other behavior which could reasonably be expected to disturb other patrons or interfere with Library employees' performance of their duties;**
- Any behavior which violates local, state, or federal law.

Based on the **Library Use Policy** violation and particular circumstances, violators will be given a warning and may be asked to leave the premises temporarily or permanently. Those not acting appropriately will be asked to leave the Library. "Library" is defined as the physical building, grounds and sidewalks immediately surrounding the building itself and the virtual or online spaces where the Library engages with the public for programming or service. Library privileges may be suspended for any 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 Director or their designee determines that a patron should be denied access to the Library for a period beyond one day:

1. The Library Director or designee will prepare a written description of the offending behavior and provide a copy to the patron. Suspension will be for a definite period of time. Suspensions will apply to all Library facilities and services. Patrons shall be given the opportunity to discuss the basis for the suspension with the Library Director.
2. Suspension may be appealed to the Board by a written request for a hearing submitted to the Library Director within 14 days 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.

Approved by the Woodridge Public Library Board of Trustees 7/16/2025