

Use of Library Facilities

Welcome to the Schiller Park Public Library

In order to provide resources and services to all people who visit the Schiller Park Public Library in a manner that ensures both their safety and an atmosphere of courtesy, respect, and service excellence, the Board of Trustees of the Schiller Park Public Library determines the rules and regulations for Code of Conduct of the Library, including but not limited to, rules of behavior necessary to protect the rights of individuals to use Library materials and services, to protect the rights of the Library employees to conduct Library business without interference and preserve Library materials and facilities. Illinois Law authorizes the Board to “exclude from the use of the Library any person who willfully violates the rules prescribed by the Board”. Ill Rev. Stat. Ch 81 Sec. 4 – 7 (1991).

Any conduct that disturbs Library users or staff, or that hinders others from using the Library or Library materials is prohibited. The library staff will enforce these guidelines in a consistent and impartial manner, without discrimination.

These behavior rules shall apply to all buildings, interior and exterior, and all grounds controlled and operated by the Schiller Park Public Library and to all persons entering in or on the premises.

The Following Behaviors are considered unacceptable:

- Selling for profit, soliciting, petitioning or canvassing for political, religious or charitable purposes on Library property, unless the charity is a direct benefit to the Library.
- Distributing unauthorized leaflets or posting flyers/posters on the Library premises. No organization or individual shall be permitted to place in the Library any receptacle which solicits donations without permission of the Library Director/Board.
- Operating wheeled vehicles or using any wheeled footwear inside the building except where such use is to afford a disabled person access to the Library. Sporting equipment in general is not allowed inside the library building.
- Improperly using library restrooms, including, but not limited to, bathing, shaving, washing hair and changing clothes. No more than one person at a time is permitted in the bathroom except small children and disabled persons.
- Using personal electronic devices (which must be used with headphones) at a volume that disturbs others, including, but not limited to, laptops, tablets, stereos, televisions and cellular telephones. Cellular telephones used to make or receive voice calls must be used in dedicated areas only.
- Prolonged crying baby or out-of-control toddler.
- Running inside the building except in case of emergency.
- Using the designated Children’s area, attend a program for children, or use a designated Children’s computer without being accompanied by a child or a need for the Children’s collection.

- Using the designated Teen area, attend a program for teens, or use a designated Teen computer without being accompanied by a Teen or a need for the Teen collection.
- Take photographs or videos of library users without their permission.
- Enter the Library if you have neglected your bodily hygiene.
- Enter the Library without shoes or appropriate attire.
- Use another person's library card number without that person's permission.
- Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbing library staff or hindering the use of the library by other patrons, including, but not limited to, conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise (including clicking, whistling, tapping and humming) or conduct that consists of loud or boisterous physical behavior or talking.
- Using library materials, equipment, furniture, fixtures or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive or potentially damaging manner; or in a manner likely to cause personal injury to the person or others.
- Disobeying the reasonable direction of a library staff member or interfering with the library staff in performance of duties.
- Placing personal belongings on or against buildings, furniture, equipment or fixtures in a manner that interferes with library staff or patron use of the library facility, or leaving personal belongings unattended.
- Parking vehicles on library premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense.
- Consuming food or drink that creates a nuisance because of odor, garbage or spills. Non-alcoholic beverages in closed containers and small amounts of snack foods are allowed.
- Bringing animals inside library buildings (with the exception of service animals), except as allowed at a library-approved event, or leaving an animal tethered and unattended on library premises. https://www.ada.gov/service_animals_2010.htm
- Taking library materials into restrooms if the materials have not been checked out.
- Library materials shall be properly checked out before removal from the premises. Patrons may be asked to open briefcases, bags, purses, back packs, etc., for inspection upon exiting the building.

The following actions are considered criminal and are not permissible in the Library. Suspicion of any criminal activity and the police will be contacted.

- Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
- Directing a specific threat of physical harm against an individual, group of individuals or property.

- Engaging in sexual conduct, including, but not limited to, the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification. The viewing of child pornography.
- Illicit possession, distribution or use of controlled drugs and substances. Being under the influence of any controlled substance or intoxicating liquor.
- Possessing, selling, distributing or consuming any alcoholic beverage, except as allowed at a library-approved event.
- Smoking (including electronic cigarettes) and tobacco chewing in the library building or within 15 feet of entrance.
- Possession, distribution or use of explosives, firearms, or other dangerous weapons or instruments is prohibited in the Library at all times.
- Theft of, damage of, defacement of, or misuse of library material, equipment, furniture, facilities or property of other patrons.

We ask patrons to follow all Schiller Park Public Library policies and guidelines, or abide by any reasonable request from staff to refrain from disorderly or disruptive behavior. Violations of policies or guidelines may result in removal from the facility and/or suspension of library privileges.

Children in the Library

The Schiller Park Library is committed to providing quality programs and services to children in a welcome and safe environment. However, the responsibility for the care, safety, entertainment and behavior of children and teens using the Library rests with the parent/guardian or caregiver and not with library staff members except within the content of defined library programs and activities. While a child may attend a library program or activity alone, the caregiver should remain in the building and be readily available should care or supervision be required. Public libraries, by their nature are dynamic and busy places, are subject to "stranger danger" and are not necessarily safe for unattended children.

Children 9 years of age and under shall not be left unattended in the Library under any circumstances. They must be accompanied by a caregiver at least sixteen years of age. A caregiver must remain with the child during the entire time period in the Library, and must directly supervise the child.

Library staff members may contact the proper authorities, such as the Police Department, in the event a child 9 years of age or under is left unattended in the Library, including at closing. Children are subject to the same rules of conduct as other patrons and are subject to the same consequences, including being asked to leave the Library.