

Patron Code of Conduct - Schiller Park Public Library

Welcome to the Schiller Park Public Library. Upon entering the library premises, which includes the library building, parking lot, grounds, and Library Lane, you agree to observe all policies established by the Schiller Park Public Library Board of Trustees ("the Board").

The Board believes that patrons have the right to use library materials and services without being disturbed or impeded; that library patrons and staff have the right to a secure and comfortable environment; and, that library patrons and staff have a right to materials that are in good condition. Illinois state law gives the Board the right "to make and adopt bylaws, rules, and regulations, for their own guidance and for the government of the library as may be expedient," as well as "to exclude from the use of the Library any person who willfully violates the rules prescribed by the Board." Patrons who violate the Board's policies may be asked to leave the library premises and/or have their library privileges suspended from one (1) day to indefinitely. Failure to leave the library premises as directed may result in removal by and/or a no trespass order from police. Illegal activity may also result in arrest and/or prosecution. Suspension of library privileges may be appealed at the next scheduled Library Board meeting after a suspension is issued. The suspension of library privileges will remain in force during the pendency of an appeal. The Board's decision will be final.

To maintain a clean, safe, and welcoming environment for everyone, patrons must:

- Wear shoes and appropriate attire covering both the upper and lower torso, at all times.
- Maintain a generally acceptable standard of personal hygiene and cleanliness of personal property to not interfere with other patrons' or library staffs' use of the library premises.
- Respect other patrons' rights to use the library premises undisturbed.
- Follow the reasonable direction of library staff and allow staff to perform their assigned duties.
- Speak at a low volume and use audio equipment at a low volume with headphones.
- Use your own library account or get permission before using someone else's account.
- Use library facilities, equipment, and materials for their intended/designated purposes. Children's World is designated for children under the age of thirteen (13) and their caregivers, and the Teen Corner is designated for teens. Anyone not in the company of someone in the designated age group for an area may retrieve library materials from these areas but may be asked to leave the area(s) if in use by children/teens.
- Low odor, low mess snacks and covered drinks are permitted if eaten away from library materials/equipment.
- Limit the amount of personal property to what can fit under the library furniture in use without blocking access to library aisles, shelves, restrooms, doors, parking spaces, sidewalks, or entryways, or furniture for other patrons.

The Schiller Park Public Library will uphold all federal, state, and local laws, rules, regulations, and ordinances in regard to public behavior, and may contact the police if necessary. Additionally, the Board considers the following behaviors unacceptable:

- Any behavior, or possession of any weapon, that may result in injury or harm to a library patron or staff member.
- Use of loud, abusive, threatening, or insulting language.
- Harassment of other patrons or staff including intimidating, annoying, following, or staring.
- Sexual harassment, defined by the EEOC as unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature. As minor patrons may be present or arrive on the library premises at any time, patrons must refrain from viewing pornographic or obscene visual materials.
- Possession/consumption of illegal substances or alcoholic beverages or entering the library premises while visibly intoxicated.
- Loitering, camping, or toileting outside of restrooms on library premises at any time.
- Prolonged or habitual sleeping.
- Storage of non-library items. The library is not responsible for items left unattended. Unattended items may be disposed of.

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The Board considers the following behaviors unacceptable (continued)

- Unauthorized alteration, damage to, or removal of any part of the library premises, collection, furniture, or equipment, including computer hardware or software.
- Solicitation, including but not limited to selling, begging, petitioning, canvassing, marketing, or distributing literature to patrons. Posting notices and leaflets on the designated community bulletin board may be requested and approved with permission from the Library Director. Unapproved solicitation materials will be disposed of.
- Use of wheeled devices such as bicycles, wheeled shoes, scooters, shopping carts, skates, and skateboards. These restrictions do not apply to ADA assistive devices or baby strollers when in use by a child.
- Inappropriate use of library restrooms, including but not limited to bathing, shaving, washing hair, or doing laundry. Library material that has not been checked out may not be taken into the restroom. No more than one person at a time is permitted in a single use restroom or stall unless the user requires the assistance of a caregiver.
- Parking vehicles on library premises for purposes other than library use. Vehicles in violation of this rule may be towed at the owner's expense.
- Animals are not allowed on the library premises unless they are a service animal as defined by the ADA, or part of a public program sponsored by the library.
- Smoking of any kind is not permitted inside the library or within fifteen (15) feet of any library entrance.

Unattended Minors and Vulnerable Patrons

While the library encourages use by everyone, staff members cannot assume responsibility for the care and supervision of any minor or vulnerable patron. A vulnerable patron is defined by the ADA as an individual who has a physical or mental impairment that substantially limits one or more major life activities. The responsibility for the care, safety, entertainment, and behavior of minors and vulnerable patrons rests with their parent, legal guardian, or caregiver.

Minors nine (9) years of age and younger and vulnerable patrons of any age shall not be left unattended on library premises under any circumstances. They must be accompanied by a caregiver at least fourteen (14) years of age. The caregiver must remain with and directly supervise the minor or vulnerable patron during their entire time on library premises.

Minors ten (10) years of age and older may visit the library premises unattended and are subject to the same rules of conduct as other patrons. Unattended minors must be able to communicate contact information for a parent/legal guardian/caregiver in case of an emergency. Unattended minors may be asked to leave the library premises if they are not following library policies.

If it is determined a minor nine (9) years of age and younger or a vulnerable patron is unattended and/or unsupervised, attempts to locate the parent, legal guardian, or caregiver will be made. If it is determined a minor nine (9) years of age and younger or a vulnerable patron is on the library premises without a parent, legal guardian, or caregiver aged fourteen (14) or older, staff will attempt to contact a parent, legal guardian, or caregiver by telephone. If a parent, legal guardian, or caregiver cannot be reached within thirty (30) minutes, the police will be contacted and asked to assist, including assistance at the library's closing time.