

PATRON BEHAVIOR

TFML Policy No. 7

Thomas Ford Memorial Library is dedicated to enriching people's lives by providing opportunities to access a vast array of ideas and information, and up-to-date technology, with welcoming, state-of-the art service in a comfortable setting for work, study, meetings, events, and community activities for all ages. In order to achieve this mission, the Library has created conduct guidelines to protect the ability of individuals to productively use the Library as well as the rights of staff members to conduct library business without disruption. This policy describes guidelines for behavior of patrons that will assure creation of an appropriate atmosphere to achieve the Library's goals.

7.1 Conduct

Non-disruptive behavior is expected from all Library patrons. Behavior which staff has determined interferes with the peaceful and orderly management of the library may result in expulsion from the library. Conduct within the Library or on Library grounds that hinders patrons from using the Library or library materials is considered obstructive. Conduct that results or may result in harming people or property, or that interferes with staff providing service or performing their duties is considered disruptive.

Unacceptable behavior includes, but is not limited to the following.

7.10 Any conduct that is in violation of public ordinances, or state, local, or federal law.

7.11 Any conduct that is in violation of the Sexual Harassment Policy or Computer and Internet Policy.

7.12 Destruction of materials or property, including that which belongs to the Library, other patrons, or staff.

7.13 Speaking or using technology at a volume that disrupts the work of other patrons or of staff.

7.14 Use of wheeled vehicles or wheeled footwear inside the Library except where such use is to afford a disabled person access to the library.

7.15 Physical, sexual or verbal abuse or attempts to intimidate or interfere with other patrons or staff members so that their use or care of the Library's materials or facilities is disrupted.

7.16 Tobacco use, vaping, alcohol consumption, intoxication, or being under the influence of alcohol, illegal drugs, or controlled substances.

7.17 Entering restricted or staff areas without permission.

7.18 Refusing to leave the building upon request at closing time or during an emergency.

7.19 Entering the Library without shoes or appropriate attire.

7.110 Recording other patrons or employees within the Library without their express consent. Recording of public meetings in accordance with the Open Meetings Act is permitted.

7.111 Offensive bodily hygiene that causes a nuisance to others. In these instances, patrons shall be required to leave the building and may return when the problem has been corrected.

7.112 Any behavior that the library staff deem inconsistent with the purpose of the Library, which disrupts the orderly operation of the Library, or which interferes with the use of the library by others.

7.2 Children in the Library

Refer to the Safe Child Policy for additional considerations for Library use by young patrons and their caregivers.

7.3 Process

Patrons in violation of the Patron Behavior policy will be asked to correct their behavior. If they are unable to correct their behavior, staff will ask them to leave the Library until their behavior can be corrected. If they refuse to leave, they will be considered to be trespassing and police will be called.

Violators may be denied use of the facilities for specified periods of time based on the severity of the violation as determined by the Library Director in consultation with the Library Board of Trustees. Any expulsion may be appealed to the Board of Library Trustees by submitting a written request. The Director is authorized to suspend service or ban a patron for up to one year. Restrictions for longer periods must be approved by the Board. Notices of suspension may be given verbally but will be accompanied by a written notice to the person, parent or responsible adult that describes the offending behavior. The Director will meet with the patron to discuss the facts and circumstances prior to suspending Library privileges or will provide a written description and give the patron an opportunity to contact the Director prior to the suspension going into effect.

Any patron banned from the premises may file a written request for reinstatement to the Library Board within one month after having been banned. The Board will review the request in a timely manner and render a decision. The decision of the Board is final.

References:

Illinois Statutes: Chap. 38, Article 16B Protection of Library materials
Kreimer v. Bureau of Police for the town of Morristown, 765 F. Supp. 181 (N.J. 1981)

Adopted : January 28, 1997
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