

Policy and Procedure Manual	Section B 4
Public Policy Patron Behavior Policy	Issued : September 20, 2004; Amended November 21, 2005, Amended February 18, 2008  Approving Authority: Board of Library Trustees

### **Patron Behavior Policy**

The purpose of a Patron Behavior Policy is to ensure that the library has a pleasant and productive environment for its users for study, research and recreational reading. All patrons shall have a fair and equitable opportunity to the quiet use and enjoyment of the library's services, materials, and facilities without being subjected to unreasonable interference or disturbance by others. Misuse of the library, whether by theft, mutilation or vandalism of library materials or property, or by interference with the study and research of library users shows disrespect for the institution and disregard of the rights of other patrons.

Unacceptable behavior in the library includes, but not limited to:

- Disruptive behavior such as rowdiness, running, noise, vandalism or such behavior not in accordance with the normal use of the library. Cellular phone use that impinges the rights of others is considered disruptive behavior. Cellular phone use will be prohibited in the Info Commons areas, the Computer Lab, and the Quiet Study Room.
- Entering unauthorized areas, remaining in the building after closing or when requested to leave (1) during emergency situations, (2) due to disruptive behavior.
- Smoking and the use of smokeless tobacco.
- Entering the library with uncovered beverages (Examples of covered beverages are coffee cups with a lid, water or soft drink bottles with a screw on top, soft drink cans and soft drink containers with a lid and straw).
- Consumption of food or alcohol.
- Being under the influence of alcohol or drugs.
- Engaging in illegal activity while in the library.
- Harassing others, either verbally or through actions. This includes verbal or physical harassment or abuse, paying unwanted attention to others, such as initiating unwanted conversations with other library users or staff, following other patrons or staff around the building, staring at other library users or staff for long periods of time or touching other library users or staff.
- Mutilation of library materials by marking, underlining, removing pages, removing electronic detection devices or in any way defacing library property. This includes, but is not limited to, furnishings, walls, machines, elevators, etc.
- Removal of library materials without authorization.
- Tampering with or intentionally damaging library computer hardware, software, printer, operating systems or other associated equipment.

- Concealing library materials for the exclusive use of an individual or group.
- Distribution of leaflets, survey taking, collecting signatures on petitions, solicitation, fund-raising, proselytizing and similar activities on library property.
- Refusal to abide by library regulations regarding the return of materials and payment of fines.
- Lying prone on furniture or the floor
- Shaving, bathing and laundering clothes in the public restrooms
- Entering the library with equipment that presents a hazard. This includes, but is not limited to, bicycles, grocery carts, etc.

In addition:

- Children nine years and under may not be left unattended.
- Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on library property or at any related events.
- Users are not permitted to leave personal belongings when they leave the building. The library is not responsible for any loss of user's personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted in the library facilities or on library grounds.
- Animals, other than specifically trained animals used as aids by persons with disabilities, are not permitted in the library.
- Roller skates, roller blades, skateboards, hee-lies and hee-lie-type shoes, cleats and other similar equipment may not be used on library property.
- Patrons whose bodily hygiene is offensive as to constitute a nuisance to others may be required to leave the building.
- Patrons must have proper clothing and must have footwear.
- Furniture may not be rearranged.
- All users must comply with state, federal, and local laws.
- The library reserves the right to impose time limits upon continuous use of library equipment.
- The library reserves the right to inspect the contents of all bags, purses, briefcases, and backpacks, etc. for library materials.

Depending on the offense and the particular circumstances, violators may be barred from the use of the library, either temporarily or permanently. The library will actively pursue disciplinary action, prosecution, or other legal actions when necessary.

The Board of Library Trustees reserves the right to amend this policy at any time.

**Adopted by the Orland Park Public Library Board of Library Trustees on September 20, 2004, amended November 21, 2005, amended February 18, 2008.**