

# **Brookfield Public Library**

## **Standards of Public Conduct**

Adopted: 6/23/1999

Revised: 3/16/2001, 11/29/2006, 3/23/2011, 11/20/2013, 1/22/2014, 2/25/2015

The Board of Library Trustees has the authority to determine the rules and regulations for the government of the Library as may be expedient, including, but not limited to, rules of behavior necessary to protect the rights of individuals to use Library materials and services, to protect the right of Library employees to conduct Library business without interference, and to 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." (Illinois Compiled Statutes 75 ILCS 5/4-7)

The Board of Trustees believes that Library members have the right to use Library materials and services without being disturbed or impeded by other Library members; that Library members and employees have the right to an environment that is secure and comfortable; and that Library members and employees have a right to materials that are available and in good condition.

Any conduct that disturbs Library members or staff or that hinders others from using the Library or Library materials is prohibited.

1. In the case of minor disruptions, the violating member will receive two warnings. At the third offense, the member must leave the building for the rest of the day. Examples of minor disruption include, but are not limited to:
  - a. Eating or drinking.
  - b. Sleeping.
  - c. Harassing others, either verbally or through actions. (Harassment may include such actions as initiating unwanted conversations with other Library members or employees and impeding access to the building or an area in the building.)
  - d. Smoking of any kind. Per the Smoke Free Illinois Act (Public Act 095-0017) the Library prohibits smoking of cigarettes, cigars, pipes, smokeless electronic cigarettes and any other smoking device in or within fifteen feet of the Library facility.
  - e. Bringing any animals, except one assisting a disabled or visually impaired person or as sanction by the Library, into the building.
  - f. Excessive noise.
  - g. Excessive use and ringing of mobile phones or pagers within the library that disturbs other members.
  - h. Selling for profit or soliciting for charitable purposes on Library property, except for the Brookfield Friends of the Library.
  - i. Distributing leaflets within the Library building.
  - j. Operating wheeled vehicles or using any wheeled footwear inside the building such as bicycles, tricycles, roller skates, roller blades, and skateboards, except for strollers or where such use is to afford a disabled person access to the Library.

- k. Exceeding the established limit of people allowed to sit together, based on limits set by the Library.
2. In case of extreme disturbances, the offender may be ordered to leave the building immediately. Examples of extreme disturbances include:
  - a. Entering without shirt or shoes.
  - b. Fighting.
  - c. Theft.
  - d. Vandalism.
  - e. Destruction or misuse of any property or structure.
  - f. Possession of any illicit substance.
  - g. Possession of weapons or other harmful substances.
  - h. Hindering or bribing employees of the Library.
  - i. Disorderly conduct.
  - j. Public indecency.
  - k. Any other unlawful conduct.
3. Members who have been asked to leave the building due to a disturbance resulting in damage to or destruction of Library property will have their Library privileges revoked immediately by the Library Director. Members' Library privileges will continue to be revoked until such time as restitution is made for the full cost of the damage or destruction.
4. Members who have been asked to leave the building due to disturbances as outlined in sections 1 and 2 and who at subsequent times cause repeated disturbances may have their Library privileges revoked by the Library Director.
  - a. ADULTS: A member's library privileges will be revoked and the member barred from the Library for one month. If, when the member's Library privileges are reinstated, the disturbances continue, the individual will be barred from Library property for a period of one year. Any person who violates the Library's Firearm Concealed Carry Act policy shall have his/her library privileges revoked immediately for a period of not less than one year.
  - b. MINORS: Children will be warned that their privileges will be revoked. If disturbances continue, a letter will be sent to the child's parent(s) or guardians(s) describing the problems and warning them of the consequences. A minor child who continues to cause disturbances will not be permitted to use the Library unless a parent or guardian accompanies the child to the Library and supervises the child in the Library building for a period of one month. If, when the child's library privileges are reinstated, the disturbances continue, the child will be barred from independent use of the Library for a period of one year.
5. If a member's Library privileges are revoked by the Library Director under the provisions of sections 3 or 4 of this policy, the Library Director shall inform the Board of Library Trustees of the matter at the next regular meeting of the Board.
6. A member whose Library privileges have been revoked by the Library Director may appeal the decision in writing to the Board of Library Trustees. The Board of Library Trustees will hear the appeal at their next regularly scheduled meeting. The member's Library privileges shall be reinstated by the Library Director from the time that the written appeal is filed by the

member until such time as the Board of Library Trustees rules on the appeal. The decision of the Board of Library Trustees shall be final.

7. Library materials shall be properly checked out before removal from the premises. Members may be asked to open briefcases, bags, purses, packs, etc. for inspection upon exiting the building.
8. Children under the age of eight years must be accompanied by a responsible person aged thirteen years or older.
9. To protect a member's right to confidentiality and for their safety and security, the Library will not accept incoming telephone calls for members or confirm their presence in the Library. In the event of an emergency or medical need, staff members will page a person using the Library's telephone paging system.
10. An incident report shall be filed by the Person-in-Charge of the Library at the time any infraction of the Standards of Public Conduct occurs. Violators shall be shown a copy of the standards at the time a warning is issued and will be advised of the next course of action to be taken by the Library if the unacceptable behavior continues.