



5.0 PATRON USE OF LIBRARY FACILITIES

The purpose of the *Patron Use of Library Facilities* is to ensure the South Holland Public Library has a pleasant and productive environment for its users for study, research, and recreational purposes. 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. The Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library materials, equipment, facility and grounds.

5.1 RULES OF BEHAVIOR

For the comfort and safety of patrons and staff, and the protection of Library property, the following actions are examples of conduct prohibited on Library property:

1. Engaging in activity in violation of Federal, State and local or other applicable law, or Library policy.
2. The possessing or using weapons on Library property and in the course of Library-related activities except for law enforcement and/or security personnel while engaged in official duties.
3. Bringing hazardous materials and substances onto Library premises except for Library business. Those substances considered to be hazardous materials shall include, but shall not be limited to:
 - a. Any explosive or flammable material.
 - b. Any chemical or toxic substance.
 - c. Infectious or biologically hazardous materials.
4. Being under the influence of alcohol and/or drugs, and/or selling, using, or possessing alcohol/or illegal drugs.
5. Verbally or physically threatening or harassing other patrons, volunteers, or staff.
6. Viewing materials that may be disturbing or offensive to others within viewing distance.
7. Wearing or displaying clothing, symbols, or any other item that could result in the harassment or intimidation of others.
8. Leaving children 3rd grade and younger unattended at the Library.
9. Failing to provide proper supervision of children 3rd grade and younger.
10. Distributing leaflets, survey-taking, collecting signatures on petitions, soliciting, fundraising, proselytizing and similar activities.

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11. Sharing of Library card or barcode numbers.
12. Mutilating 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, equipment, elevators, etc.
13. Removing Library materials without Library staff authorization.
14. Tampering with or intentionally damaging Library computer hardware, software, printers, operating systems or other associated equipment.
15. Entering unauthorized areas, remaining in the building after closing or when requested to leave (1) during emergency situations, (2) due to disruptive behavior.
16. Exhibiting disruptive behavior such as fighting or challenging to fight, pushing, shoving, throwing things, rowdiness, running, excessive noise, vandalism or such behavior not in accordance with normal use of the Library.
17. Gambling.
18. Littering.
19. Animals are not permitted in the library, except for companion (working) dogs for the physically disabled and/or for the purpose of library programming.
20. Bringing in garbage, articles with a foul odor, or articles that, alone or in their aggregate, impede the use of the Library by other users.
21. Blocking entrances, exits, stairways, or aisles by individuals or their personal property.
22. Shaving, bathing, and laundering clothes in the Library restrooms.
23. Using audible devices without headphones or with headphones set at a volume that is disturbing to others.
24. Using cell phones and other electronic devices that impinge on the rights of others is considered disruptive behavior.
25. Smoking, including e-cigarettes, and the use of tobacco products is allowable only outside the building, 15 feet beyond the Library entrances.
26. Entering the Library with uncovered beverages. Coffee cups with lids, water or soft drink bottles with screw-on tops, and drink containers with a lid and straw are examples of acceptable covered beverages.
27. Consuming food in the Library other than in the Café areas on the main level and in the Teen and Story Time areas on the lower level.
28. Concealing Library materials for the exclusive use of an individual or group.

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29. Refusing to abide by Library rules regarding the return of materials and payment of fines and bills.
30. Using roller skates, roller blades, skateboards, hover boards, Heelys and Heely-type shoes, cleats, and other similar equipment may not be worn in the Library or used on Library property.
31. Entering the Library with equipment that may present a hazard. This includes, but is not limited to, bicycles, grocery carts, etc.

In addition:

- a. The Library reserves the right to inspect the contents of all bags, purses, briefcases, and backpacks, etc. for Library materials.
- b. The Library is not responsible for any personal property left unattended.
- c. Patrons must wear clothing, including shirts and footwear.
- d. Patrons whose bodily odor is so offensive as to constitute a nuisance to others may be required to leave the building.
- e. Patron use of Library telephones is prohibited except in the case of an emergency and is only allowed at the discretion of Library staff.
- f. The Library reserves the right to impose time limits upon continuous use of Library equipment.

5.2 ENFORCEMENT OF RULES

Persons who violate the above rules are subject to withholding of Library privileges as follows:

1. Patrons may be given a verbal warning when they are in violation of the Rules of Behavior. A Staff Member and/or Security Officer may then require the patron to leave the Library for the rest of the day.
2. Any person may, without prior notice or warning, be required to leave the Library if his/her presence or conduct is severe enough to warrant such action. Parents/guardians will be notified when a child younger than 18 years of age has been required to leave the Library.
3. If a child who has been asked to leave the Library indicates he/she needs transportation home, the child will be allowed to use the Library telephone to make arrangements. If a parent/guardian/caregiver cannot be reached, the Youth Services Librarian or Security Officer will notify the South Holland Police that a child is being asked to leave the Library building. The Library does not provide transportation or child care, and if an unsuccessful attempt has been made to reach the parent/guardian/caregiver, the child will be treated as an abandoned child.

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4. Library Staff Members and/or the Security Officer may contact the South Holland Police Department for assistance when deemed necessary. Police will be contacted if patron(s) fail to leave the building at closing time or after being told to leave for causing a disruption of service or engaging in unacceptable behavior.
5. Serious or continued violations may result in a suspension of Library privileges by the Library Director for up to thirty (30) days.
6. Suspensions in excess of thirty (30) days may be recommended by the Library Director to the Library Board for its approval.
7. Persons whose Library privileges are withheld for more than one (1) month may appeal to the Board of Library Trustees by communicating in writing within thirty (30) days after receiving the Library's mailing of notice of withholding privileges. The Board shall receive and review the appeal at the next regularly scheduled meeting and respond in writing within ten (10) days following the meeting.
8. In cases of damage inflicted on Library property, borrowing privileges of all those at the same address as the one inflicting the damage will be stopped until payment in full has been received by the Library. An incident report shall be prepared for the Library Director.

5.3 UNATTENDED/ABANDONED CHILDREN

The South Holland Public Library welcomes children to use its facilities and services. Whether or not they are present, responsibility for children using the Library rests with the parent/guardian/caregiver. Library staff members cannot and do not assume responsibility for the supervision, entertainment or safety of children while on the Library premises. This includes children who are asked to leave the Library because of disruptive behavior. Young children are safer when actively supervised by a parent/guardian/caregiver while in the Library. Parents/guardians/caregivers should remember the Library is a public building, available for use by all. For the protection of children who are enjoying the Library, the following policies have been established.

1. Children in grade 3 and younger must be accompanied at all times and adequately supervised by a parent/guardian or a caregiver of at least 16 years of age. Programs offered to children in grade 3 and younger do not require the attendance of the parent/guardian/caregiver at the program; however, they are to remain in the Library while the child is in the program. If a child should become ill, injured or disruptive, the parent/guardian/caregiver will be located.
2. If the same child is left unattended repeatedly, the Library Director will contact the parent/guardian/caregiver. If the situation reoccurs, the South Holland Police will be notified.

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3. Children in 4th grade and older are allowed to use the Library facilities on their own provided their behavior is not disruptive to other patrons or staff. Children must at all times abide by the Library's *Rules of Behavior* listed in Section 5.1.
4. When unattended children age 13 and younger are present in the Library at closing time or at the time of an emergency closing, the Youth Services Librarian shall contact a parent/guardian/caregiver by phone to pick up the child immediately. If unsuccessful, the Youth Services Librarian or Security Officer shall contact the South Holland Police Department to take custody of the child.
5. In the event the staff is notified by a parent/guardian/caregiver that a child is missing, the Library Staff or Security Officer shall immediately notify the South Holland Police Department and ask for assistance and search of the Library building.
6. Responsibility for all incidents requiring Library staff intervention shall be handled by the Librarian-in-Charge and/or Security Officer at the time of the incident.