



## USE-1: Library User Conduct

The Library provides access to Library materials, information, and equipment, and serves as a location for general studies and cultural activities. For the Library to be enjoyed by all patrons, the following rules and regulations should be observed. Patrons who exhibit behavior inconsistent with the following rules may be asked to leave the Library or otherwise have their privileges suspended or limited.

- A. Patrons should respect the rights of other library users and staff, and must refrain from harassing, annoying or threatening conduct or other behavior that reasonably could be expected to disrupt the library atmosphere.
- B. Patrons may not interfere with Library employees' performance of their duties or make or threaten inappropriate physical contact with staff members or other patrons.
- C. Patrons should treat library materials with care and refrain from any action that could damage or destroy any library property.
- D. Patrons must comply with all rules regarding usage of library materials and resources. All materials must be checked out before leaving the building. Bags may be inspected at the doors.
- E. Patrons may not engage in illegal activity on library premises.
- F. Parents are responsible for the behavior and supervision of their children. Children under the age of eight should not be left unattended in any part of the building.
- G. Mobile devices may be used in the library for silent functions only. Cell phone calls/conversations are prohibited in the library, although calls may be conducted quietly in the lobby. Texting is permitted provided that sent/incoming notification sounds are silenced.
- H. Drinks are permitted in the library only in spill-proof containers. Food is not permitted unless authorized by the Library Director or his/her designee.
- I. Shirts and shoes must be worn on library property.
- J. Smoking is prohibited in the library and within twenty five-feet (25') of all library entrances, windows that open, or ventilation intakes.
- K. Campaigning, soliciting, or petitioning is not permitted on library premises.
- L. Animals, other than service animals, are not allowed in the building without the approval of the Library Director or his/her designee.
- M. Patrons are responsible for their personal property. Property left unattended for longer than 30 minutes may be moved to the Library's "Lost and Found" area. Any unattended personal property left in a location that obstructs patron or staff use of the library will be moved immediately.
- N. Bicycles, rollerblades, skateboards, scooters, or similar equipment may not be used in the building or the parking lot. Bicycles should be left in the racks outside the building.
- O. Patrons must exit the library at or before the designated closing time or as otherwise directed by library staff.

Patrons are asked to cooperate with the Library staff members who interpret and enforce these rules and regulations, which will help promote excellence in Library service for everyone.

## USE-2: Suspension or Limitation of Library Privileges

Suspension or limitation of Library privileges of patrons may occur for (i) violation of the Library User



Conduct policy, or (ii) excessive fines, lost or damaged items on a patron's record greater than the blocking threshold decided by the Library Director and approved by the Trustees.

The nature of the limitation or suspension of Library privileges may include: (i) loss of borrowing rights; (ii) prohibition from using items of equipment if such equipment was being abused; and (iii) physical removal from the Library premises if the person involved engages in behavior that damages Library property, intimidates or threatens other patrons or staff, or refuses to act in accordance with the other provisions of the Library User Conduct policy. The suspension will last for a period of time designated by the Library Director, which will be communicated to the patron by written notice if possible.

In the event of a suspension greater than three days, the patron may appeal the decision to the Library Board of Trustees at a regularly scheduled meeting, provided that the appeal is submitted in writing at least 48 hours prior to the meeting, according to the Open Meetings Act of Illinois.

### **USE-3: Unattended Children**

The Library welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the Library rests with the parent/guardian or caregiver and not with Library staff members. Public libraries, by their nature, are not necessarily safe for unattended children.

Children under eight years of age shall not be left unattended in the Library under any circumstances. They must be accompanied by a parent/guardian or caregiver. A caregiver must be at least twelve years of age. Parents/guardians, if delegating their responsibilities to a caregiver, must ensure the caregiver is a responsible person of suitable age.

A parent/guardian or caregiver must remain with the child during the entire time period in the Library, and must directly supervise the child.

Library staff members may contact the Lake Bluff Police or other authorities, such as the Illinois Department of Children and Family Services (DCFS), in the event a child seven years of age or under is left unattended in the Library, or the parent/guardian or caregiver fails to directly supervise the child; for example, by leaving the child alone in the Children's Room.

In the case of children over age seven, parents may be notified, at the determination of the Library Director or a senior staff member, if an unaccompanied minor's behavior in the Library is a problem.

Children are subject to the same rules of conduct as other patrons and are subject to the same consequences, including being asked to leave the Library.

At Library closing time, or in the event of an early closing due to inclement weather, etc., if unattended children are still in the building, the local Police Department will be called to take custody of the children. Two staff members must stay with the child until he/she is in the custody of an appropriate caretaker.

*Approved by the Lake Bluff Library Board of Trustees*