

Policy No. 1

Library Rules of Conduct

The Board of Trustees believes that patrons of the Weldon Public Library have the right to use library materials and services without being disturbed or impeded by other library users; that patrons and staff have the right to a secure and comfortable environment; and that patrons and staff have the right to materials and facilities that are in good condition. Violation of any of the following rules will result in a warning, temporary exclusion by the Library Director and/or suspension from library property by the Library Board of Trustees.

1. Any behavior that is disruptive or that hinders use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, running, fighting and congregating in large groups. Disruptive patrons will be asked to leave for that calendar day, after receiving one warning.
2. No smoking or tobacco use (including electronic cigarettes and similar vapor producing products) is allowed anywhere in the building. No person shall smoke in a public place or in any place of employment or within 15 feet of any entrance to a public place or place of employment. (Smoke Free Illinois Act (410 ILCS 82/15))
3. Library materials may not be taken into rest rooms.
4. Rest rooms are to be used for their obvious purposes only.
5. Polite cell phone use is permitted.
6. No food or drink is allowed in the library, except in the meeting room by prior arrangement. Drink or Candy purchased from the Library is allowed in designated areas only.
7. Patrons may not use library materials or facilities in any manner that would likely cause the materials or facilities to be damaged.
8. All library materials must be checked out before leaving the building. Reference materials may not be removed from the library. Anyone who attempts to remove these materials may be prosecuted.
9. All bags, briefcases, backpacks, containers, books, papers, and similar items are subject to inspection by library staff.
10. Anyone who steals or vandalizes library property may be prosecuted.
11. Library users may not bring animals in the library without prior approval of the librarian, except for service dogs.
12. Users must be fully clothed, including shoes and shirts, in the library.

13. No weapons of any kind are permitted in the library.
14. No alcohol, public intoxication, narcotics (sale, use or possession) are permitted on library property.
15. Library equipment which is available for public use must be operated in accordance with the guidelines for such equipment set out in each department or location.
16. Parents are responsible for the behavior of their children while they are on library property.
Children under the age of 7 must be accompanied by a parent or other responsible caregiver 13 years of age or older at all times while on library property, unless that child is attending a library program or actively engaged in the Library's resources or if previously approved by the Library Director. If the parent or other person accompanying a child refuses or is unable to control the child, they will be asked to leave. The Library assumes no responsibility for children left unattended on the premises.
17. Internet workstations may not be used to access obscene or pornographic sites.
Parents and legal guardians of children under the age of 18 must have a signed Parental Consent Form on file. Students, under 10 years of age, may only use the *Internet* with parental supervision. Patrons must be at least 10 years of age to use computers without parental supervision. The library reserves the right to end an Internet session at any time.
Please refer to Policy #8 Rules for Using Public Access Computers – Internet Parental Consent.
18. The library is not responsible for personal belongings left unattended.
19. No parking bicycles or other "vehicles" in a manner that blocks or hinders entry to the library.
20. No soliciting, petitioning, interviewing, campaigning, survey- taking, canvassing or selling in the public areas of the Library. (Exceptions will be made by the Library Director when the activity will benefit the Library.)
21. Any illegal act or conduct in violation of federal, state, or local law, ordinance or regulation is not permitted.
22. The Illinois Revised Statutes permit the Library Board "To exclude from use of the library any person who willfully violates the rules prescribed by the board."

Suspension of Library Privileges

1. Any patron who violates the **Library Rules of Conduct**, shall be advised of the **Library Rules of Conduct** and what behavior by him or her is in violation of the rules. (AKA - Warning)

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of the calendar day.

2. The Library staff will record instances in which patrons are required to leave the library. Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the library.

3. Written notice will be mailed to the patron at his or her last known address with first class postage fully pre-paid certified mail. The notice shall be deemed received on the date of receipt of certified mail.

4. In the event a patron persists in disruptive behavior or abusive conduct following temporary exclusion, the Library Director shall contact Board President and Treasurer to report such conduct following prior exclusion. The Board President and Treasurer have the authority to temporarily suspend the patron. The Library Board of Trustees will consider a long-term suspension of that patron at the next regular scheduled board meeting..

5. If the patron is Suspended of Library Privileges, he/she will be notified by mail at the last known address with first class postage fully pre-paid certified mail. The notice shall be deemed received on the date of receipt of certified mail. The notice will include the time-frame of suspension, and the reason(s) for the action. Any suspension of Library privileges longer than one day may be appealed to the Library Board of Trustees. Notice of an appeal of a suspension should be made in writing to the Library Director within two weeks of receipt of the notice of suspension, a copy will be kept at the Library. The Library Director will inform the appellant of the date of the meeting at which the appeal will be heard. **Any notice of appeal received later than a week before the next regularly scheduled Board meeting will be held until the following Board meeting. A Special Meeting will not be held for Suspensions.**

6. Suspensions will be for a definite time period and will be reviewed as needed or upon request. The length of a suspension will be determined by the Library ~~Director~~ Board of Trustees. Suspensions will apply to all Library facilities. Patrons who attempt to enter a Library facility while their privileges are suspended will be asked to leave, if this request is disregarded, suspension will/or could be extended. The patron may be subject to removal by law enforcement, and/or reported to the ~~police~~ law enforcement for criminal trespass.

Suspension of Library Borrowing Privileges

1. Library borrowing privileges can be suspended for:
 - a. Not returning Library materials.
 - b. Not discharging fines owed to the Library.
 - c. Failure to pay replacement value for lost materials.

2. The suspension of *borrowing privileges* will not in any way limit a patron's use of other Library services.

3. Suspensions of Library *borrowing privileges* may also be appealed to the Library Board. Notice of an appeal of a suspension should be made in writing to the Library director, who will inform the appellant of the date of the next regular meeting at which the appeal will be heard.

“Pursuant to ILCS 5/4-7, the Library Director or such authorized designee in his or her absence shall be and is hereby authorized to promptly remove any person or persons from the library premises who disrupts the peaceful use thereof, or the use and enjoyment thereof by its patrons or otherwise interferes with the operations of said Library, and is additionally authorized to request the assistance of the proper authorities when in his or her best judgment is required in keeping with the tenor of this Resolution”
Adopted by the Weldon Public Library District Board of Trustees on October 17, 2006

Board President

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