

CRYSTAL LAKE PUBLIC LIBRARY PATRON BEHAVIOR POLICY

I. GENERAL

The Crystal Lake Public Library is dedicated to providing access to knowledge and information through reading, writing, viewing, listening and contemplation.

Under Illinois law, the Library Board of Trustees is responsible for establishing rules of behavior to:

- a) Protect the rights of individuals to use Library materials and services;
- b) Protect the rights of Library employees to conduct Library business without interference;
- c) Preserve Library materials and facilities.

For purposes of this Patron Behavior Policy, Library property means:

- a) The Library building;
- b) All materials, equipment and supplies in the Library building;
- c) The Library grounds and parking area surrounding the Library building.

The Illinois Local Library Act (75 ILCS 5/1-0.1 et seq) gives the Board the right to exclude from Library property any person who willfully violates the rules and regulations established by the Board.

The Board believes:

- a) Library patrons have the right to use Library property and services without being disturbed or impeded by others;
- b) Library patrons and employees are entitled to a secure and comfortable environment.

Theft, vandalism or mutilation of Library property is a violation of Article 16B of the Illinois Criminal Code. Depending on the value of the materials or property, violations are a petty offense, a Class A misdemeanor or a Class 3 felony. Violators will be prosecuted.

A person who has been directed to leave the Library property by Staff for any violation of this Patron Behavior Policy and who remains upon Library property after having been directed to leave shall be considered a trespasser and in violation of the ordinances of the City of Crystal Lake and the statutes of the State of Illinois.

Violation on Library property of federal law, state law or local ordinances will not be permitted and will be prosecuted.

II. SPECIFIC RULES OF BEHAVIOR

A. **Misconduct that disturbs Library users or staff or that hinders others from using the Library or Library materials is prohibited.**

Depending on the nature of the misconduct, the offender may be ordered to leave the Library property immediately.

1. **Conversation, music, or other sounds that exceed an acceptable noise level, i.e., can be heard beyond a 6 foot radius, or is disturbing or disruptive to other patrons or Library staff is prohibited.**

A patron receives two warnings. At the third offense, the patron must leave the Library property for the rest of the day.

2. **Running in the Library is not permitted.**

A patron receives two warnings. At the third offense, the patron must leave the Library property for the rest of the day.

3. **Harassing others, verbally, in writing or through actions, is prohibited.**

Harassment includes, but is not limited to:

- a) **Initiating unwanted conversations with library patrons or staff;**
- b) **Impeding access to the Library property;**
- c) **Throwing objects, hitting another person, staring at another person.**

A patron receives a warning. At a second offense, the patron must leave Library property for the rest of the day.

4. **Fighting is prohibited.**

All patrons involved must immediately leave the Library property for the rest of the day.

5. **Sleeping in the Library for more than 30 minutes is prohibited except for children 6 years of age or younger.**

A patron receives a warning. At a second offense, the patron must leave the Library property for the rest of the day.

6. **Loitering, i.e. hanging out at the Library for no apparent reason and/or not using the Library for its intended purpose, is prohibited.**

A patron receives a warning. At a second offense, the patron must leave the Library property for the rest of the day.

7. **Weapons** of any kind are prohibited on all Library property.

“*Weapon*” means

- Firearms of all types and sizes.
- Knives of any kind except for (i) common kitchen knives such as dinner knives, steak knives, and carving knives, but only in kitchen and break room areas and (ii) common folding pocket knives with blades no longer than three inches.
- Devices from which a projectile can be fired.
- Electronic devices such as stun guns and taser guns.
- Clubs and any similar instruments or objects which can be used in a club-like manner.
- Bows and arrows, sling shots, and similar devices.
- Metal knuckles or similar devices.

Weapons may be kept in a personal vehicle properly parked and locked in the Library’s parking area provided the weapon is kept (1) in compliance with all applicable federal and State laws and regulations, (2) entirely out of sight, and (3) if a firearm, the owner is properly licensed and the firearm is unloaded and locked in a glove box, trunk or other secured container pursuant to the Firearm Concealed Carry Act.

Any person in violation of these prohibitions shall have his/her Library privileges revoked immediately for a period of not less than one year.

- B. **Smoking, e-cigarettes, chewing tobacco, and/or the use of any related paraphernalia are not permitted anywhere inside the Library or between the Library entrances and the public sidewalk.**

A patron receives a warning and must immediately discontinue tobacco use between the Library entrances and the public sidewalk. At a second offense, the patron must leave Library property for the rest of the day.

- C. **Eating or drinking is prohibited in the Library. Exceptions are use of water fountains, baby bottles, water bottles, covered drinking containers, staff areas, groups using the Ames Meeting Rooms or special Library sponsored events.**

A patron will receive a warning and must put away the food or drink, remove food or drink from the Library, or dispose of food or drink in a waste container. At a second offense, the patron must leave the Library for the rest of the day.

- D. **Solicitation or selling is prohibited on Library property except for activities sponsored or cosponsored by the Library.**

A patron receives a warning. At a second offense the patron must leave the Library for the rest of the day.

- E. **Petitions, surveys, leaflets: The distribution of leaflets inside the Library is prohibited except in meeting rooms by groups authorized to use the rooms. Community organizations may submit literature to the administration for approval for display in the information racks in the Library. Taking surveys, asking patrons to sign petitions, or similar activities are prohibited inside the Library. The only exceptions to all of the above are activities sponsored or co-sponsored by the Library.**

A patron receives a warning. At a second offense, the patron must leave the Library for the rest of the day.

Staff will dispose of any unauthorized materials left in the Library.

- F. **Animals: Animals are not permitted on Library property except dogs to aid persons with disabilities or dogs in training accompanied by a trainer who provides evidence that s/he is involved in a legitimate and recognized dog training program or participating in a library sponsored program.**

A patron must remove the animal from Library property immediately.

- G. Shirts/Shoes must be worn at all times in the Library. Roller skates, roller blades, or metal-cleated sport shoes are not appropriate to be worn inside the Library.**

A patron with no shirt/shoes may not enter the Library building. A patron who removes his/her shirt/shoes must put shirt/shoes back on or leave the building and is not permitted to return without shirt or shoes. At a second offense, the patron must leave the Library for the rest of the day.

- H. Children, 6 years of age or younger may not be left unattended in the Library. They must be under the direct supervision and control of a parent or other caregiver age 12 or older.**

If the parent or caregiver is in the Library, the child will be taken to the responsible person who will be warned to supervise the child. Two warnings will be given. At a third offense, the patron must take the child out of the Library and will not be permitted to return with the child for the rest of the day.

If no parent or caregiver is present in the Library, the parent will be contacted and advised of Library rules. The child will be turned over to the police.

- I. Seating: The Library reserves the right to limit the number of people who may sit together. There is a limit of four persons per study table, one person per individual carrel, and one person per chair. Exceptions may be made at the discretion of Library staff on duty in the case of special projects or to permit access to particular Library materials and equipment.**

Patrons receive two warnings. At a third offense, the patrons must leave the Library for the rest of the day.

- J. Climbing on Furniture: Equipment and furniture may only be used for their intended purpose. Standing or climbing on furniture or brick walls is not allowed. Step stools are provided by the Library for standing on to reach materials on high shelves.**

The patrons receive two warnings. At a third offense the patron must leave the Library for the rest of the day.

K. Personal Belongings: The Library is not responsible for personal belongings.

Patrons may not leave personal belongings in the Library when they leave the building. Belongings left unattended for a period of time or at closing, will be removed to the staff office area. Suspicious items will be reported to the police. Staff will label such items with the date, time, and names of two staff finding personal belongings.

Personal belongings left at the Library will be disposed of after one week. Unclaimed wallets, purses and other items of value may be turned over to the Crystal Lake Police Department.

L. Inspection of items: The Library reserves the right to inspect all bags, purses, briefcases, packs, etc., for Library materials.

M. Service Desks: Only Library staff or authorized individuals are allowed behind the public service desks.

A patron receives a warning. At a second offense, the patron must leave the Library for the rest of the day.

N. Skateboards, roller blades, and roller skates may not be worn, used or ridden on Library property.

O. Patrons must leave the Library at the designated closing time. Library staff is not responsible for patrons' transportation or safety beyond the closing time. Unattended minors, age 17 and under, will be turned over to the police.

Closing announcements will be made in each public service department at least 10 minutes before closing. Patrons should complete their library business and leave the Library by the closing time.

P. Alcoholic beverages and illegal drugs are not permitted on Library property.

Violators must leave the Library property immediately. Police may be called. Patrons exhibiting intoxicated behavior will be asked to leave the Library.

Q. Violators of federal law, state law or local ordinances, regulations or laws may be prosecuted. Theft, vandalism and mutilation of Library property are criminal offenses which will be prosecuted.

III. REPEATED VIOLATIONS OF Library Policy:

Patrons with repeat violations of Library policy will have their Library privileges suspended, revoked or restricted.

A. ADULTS

Patrons, age 18 or older, with repeat violations of Library policy will be warned that his/her Library privileges will be suspended or revoked and s/he will not be allowed to enter Library property if the behavior continues. The Crystal Lake Police may be contacted. Further violations by the patron will result in the individual being barred from Library property for a length of time deemed appropriate by the Library Director.

B. MINORS

Patrons, age 17 or younger, with repeat violations of Library policy will be warned that his/her Library privileges will be suspended or revoked and s/he will not be allowed to enter Library property if the behavior continues. Minors who continue to violate Library policy will not be permitted to use the Library unless accompanied and supervised by a parent or guardian. The first time a minor patron's Library privileges are suspended will be for a period of one month. Repeat violations by a minor patron will result in the patron being barred from Library property for a length of time deemed appropriate by the Library Director.

C. Appeals and/or requests for reinstatement

Adult patrons, and/or the parents/guardians of minor patrons, may appeal the decision of the Library Director by submitting a written request, addressed to the Library Board President. The Library Board's Governance Committee will review the documentation and make a recommendation to the Library Board for their consideration.

Crystal Lake Public Library Incident Report

Persons Involved: (continue list for additional names)

Name: Telephone:
Address:

Name: Telephone:
Address:

Witness(es) to the incident: (List names(s), address(es) and telephone number(s))

Description of incident in as much detail as is possible:
Day/Date: Time:

Action Taken:

Police: Name and Badge Number:

Reporting Staff Member(s):

Date:

Reviewed by Library Director:

(Date)

Action Taken:

Check-off List:

- Library Director (Hard Copy)
- Staff Door (Hard Copy)
- Email a Copy to Bldg. Supervisors