

## Clarendon Hills Public Library

# Patron Code of Conduct Policy

Library patrons have the right to use library materials and services without being disturbed or impeded by other library users. Library patrons and staff members have the right to an environment that is welcoming, secure and comfortable. Behavior which infringes on these rights, interferes with library operation or endangers library property is prohibited.

### **Prohibited behavior includes, but is not limited to:**

- Harassing others, either verbally or through actions, such as paying unwanted attention to others; initiating unwanted conversation with another library user or employee; following other patrons or staff around the building; staring at other patrons or staff for long periods of time; touching other patrons or making unwelcome sexual advances or requests of a sexual nature.
- Wearing clothing that does not cover the upper body to mid-thigh. Shirts and footwear must be worn in the library.
- Having an offensive odor, whether from lack of hygiene or excessive use of perfume that can be detected from at least six feet away, and interferes with other patron's and staff use of the library.
- Prolonged or chronic sleeping on library premises.
- Loitering, including refusing to leave at closing time or during an emergency evacuation.
- Misusing the restrooms, which includes, but is not limited to, bathing and shaving.
- Leaving personal belongings unattended for prolonged periods of time. The library is not responsible for loss of personal items.
- Damaging, relocating or misusing the library building and/or property of the library, such as technology equipment, furniture, etc.
- Removing library materials from the building without checking them out at the circulation desk.
- Conversation in tones louder than the general noise level that is disturbing to other patrons or library staff.
- Any behavior that interferes with normal functions of the library, including impeding access to the building or an area of the building.
- Parents or guardians not monitoring and controlling the behavior of young children.
- Leaving a mess from eating in the library (small snacks only allowed). Beverages must be in a covered container.

- Bringing animals into the library, except those licensed as aides to people with disabilities or those present as part of a library related program.
- Distribution of leaflets or any materials on library property without the approval of the Library Director. Staff will dispose of any unauthorized materials left in the library.
- Taking surveys or public opinion polls or asking patrons to sign petitions on library property. The only exceptions are activities undertaken by the library for library-related purposes.
- Solicitation, fundraising, campaigning, lobbying and proselytizing on library property. This rule does not affect the activities of local non-profit organizations renting the Meeting Room, but those activities must be confined to the Meeting Room and be related to the purpose of the meeting.
- Using rollerblades, skateboards, and similar equipment in the library or immediately outside library entrances.
- Using alcohol, tobacco and/or controlled substances on library property.
- Public displays of affection.
- Committing any act in violation of Federal, State and local laws and ordinances.
- Using the library as a place to conduct business or provide commercial services, with the exception of tutoring.

Patrons who are not engaged in activities associated with the use of a public library (reading, studying or using library materials) or do not respect the rights of others will be given two warnings. If a patron does not comply, they will be asked to leave the Library.

Approved by the Clarendon Hills Public Library Board of Trustees  
February 22, 2011