

GENERAL RULES OF CONDUCT

I. POLICY STATEMENT

- A. The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to use library materials and services, to protect the rights of library employees to conduct library business without interference, and to preserve library materials and facilities. The law gives the Board the right to “exclude from the use of the library any person who willfully violates the rules prescribed by the Board”.
- B. The Board of Trustees believes that library patrons have the right to use library materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to an environment that is secure and comfortable; and that library patrons and employees have a right to materials and facilities that are available and in good condition.
- C. The Board of Trustees of Warrenville Public Library District delegates to the Library Director the authority to enforce library policy concerning patron behavior. However, the Library Director may delegate to staff members further authority to interpret the policy in day-to-day operations.

II. FEDERAL, STATE & LOCAL ORDINANCES

Patrons are expected to abide by the laws, statutes, and ordinances of the United States, the State of Illinois, and the City of Warrenville while within the Library or on Library grounds.

III. THEFT, VANDALISM OR MUTILATION OF LIBRARY PROPERTY

The theft, vandalism, or mutilation of library property is a violation of Article 16B of the Illinois Criminal Code. Depending on the value of the material or property, violations of this Article are considered a Class A misdemeanor or a Class 3 felony. Violators will be prosecuted.

IV. LIBRARY ACCESS

No one will be denied use of the Library on the basis of age, gender, race, religion, national origin, disabling condition or any other legally protected category.

V. SLEEPING IN THE LIBRARY

Prolonged or chronic sleeping is not permitted.

VI. EATING & DRINKING IN THE LIBRARY

- A. Alcohol may not be consumed on Library premises except as approved by the Library Director at Library-sponsored events.
- B. Covered beverages are permitted in the Library.
- C. Food may only be consumed in the lower level lobby café area. Food is also permitted in the meeting room according to guidelines set forth in Policy No. 370 – Public Use of Meeting Room. Food may not be consumed in other areas of the Library except as approved by the Library Director at Library-sponsored events.

VII. ATTIRE & HYGIENE

- A. Library patrons should wear clothing appropriate for a public facility to ensure the safety and comfort of all patrons. Proper attire includes: shirts, slacks, shorts, skirts, dresses and shoes. Swimming suits are not considered appropriate attire.
- B. Library patrons may not disturb others with offensive body odors to the extent that the use of the Library facilities, collections or services is disrupted.

VIII. SMOKE FREE ENVIRONMENT

The Smoke Free Illinois Act, effective January 1, 2008, prohibits smoking within the Library building and within 15 feet of any entrance, exit, window or ventilation intake.

IX. WEAPONS ON LIBRARY PROPERTY

Illinois State Law prohibits the carrying of any weapon, concealed or partially concealed, in the Library building or on Library property. In conformance with State Statute, the Library posts required signs. Any violators will be reported to law enforcement.

X. CELL PHONE USE

Cell phone use should be kept to a minimum so as not to disturb other patrons. The Library reserves the right to ask anyone to leave the building if he/she is disturbing others by use of a cell phone.

XI. EMPLOYEE HARRASSMENT

- A. Library employees have a right to expect that the library workplace will be free of harassment by patrons and should report any incidents to their immediate supervisor or a designated employee.
- B. The in-charge employee will report all incidents occurring during his/her shift to the Director in writing at the earliest convenience. Time, description and frequency of incidents will be included in this report.
- C. The Director will, upon consultation with the Board of Trustees, determine the appropriate action.

XII. SOLICITATION

The solicitation of funds, the solicitation of donations, or the selling of goods on Library premises is not permitted except those activities which benefit the Library directly, such as those sponsored by the Library or the Warrenville Library Foundation.

XIII. ANIMALS IN THE LIBRARY

With the exception of service animals, no animals are allowed inside the Library. Animals may not be left unattended on library property. Exceptions for Library-sponsored programs may be made at the discretion of the Director.