

## **LIBRARY USE POLICY**

The Warrenville Public Library District supports the rights of individuals to access information and use the Library without discrimination, intimidation, threat of harm or invasion of privacy. The Library is dedicated to providing friendly, courteous and respectful service.

In order to maintain an enjoyable, clean and comfortable environment, individuals are expected to abide by the following conduct guidelines.

### **Protect Library Property**

The Library is responsible for maintaining and protecting its collections, equipment and property for present and future use. Intentional damage, destruction or theft of materials, equipment or property belonging to the Library or any individual at the Library is prohibited.

### **Ensure a Safe and Secure Environment**

The Library is responsible for providing a safe and secure environment for all individuals, including patrons and staff. Activities that constitute a violation of Federal, State or Local law or ordinance are prohibited. Examples of prohibited activities include but are not limited to:

- Occupying areas of the Library that are age inappropriate
- Prolonged or chronic sleeping
- Excessive displays of public affection
- Sexual, physical or other harassment
- Bringing unauthorized weapons on library premises
- Possessing, selling, consuming or being under the influence of alcohol or drugs
- Engaging in any behavior that a reasonable person would find disruptive, harassing or threatening in nature including peeping, stalking, indecent exposure, prolonged staring at, electronic recording of, or following another individual
- Engaging unwilling individuals in discussion
- Soliciting, panhandling or gambling
- Trespassing when banned from the Library
- Impeding passageways with personal property
- Leaving personal property unattended

### **Children's Safety**

Children seven years of age and younger must be under the direct supervision (within sight) of an adult. To provide an appropriate and safe atmosphere for children, adults not accompanied by children are to use the Youth Services area of the Library only for the purposes of retrieving materials, speaking with Library staff or using a group study room if none is available in the Adult Services area of the Library. The Youth Services restroom is intended for children and their adult caregivers. Children not accompanied by adults may use the Adult Services area of the Library for the same purposes indicated above.

### **Provide a Comfortable and Welcoming Environment**

The Library is responsible for providing a comfortable and welcoming environment for all individuals, including patrons and staff. Individuals should be respectful of each other and behave in a manner that does not disrupt other individuals or interfere with normal library operations. Examples of disruptive behaviors include but are not limited to:

- Using profane, obscene or abusive language
- Creating unreasonable noise and/or engaging in boisterous activity
- Using audible devices without headphones, using headphones and/or speaking at a volume that disturbs others
- Running, pushing, fighting or shoving
- Operating roller skates, cycles, skateboards or similar items in the Library
- Failing to comply with a reasonable staff request or failure to leave the Library during emergencies and/or at closing time
- Viewing, in plain sight, materials which are inappropriate for the surroundings, including potential passersby
- Violating the Library's rules for acceptable use of the Internet and Library computers

### **Maintain a Healthy and Clean Environment**

The Library is responsible for maintaining a healthy and clean environment for all individuals, including patrons and staff. Considerate consumption of covered beverages is permitted in all areas of the Library, except while using Library-owned computers. Consumption of snack food is limited to the Library's lower level lobby. Attire should be appropriate for a public facility. Examples of behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Using cigarettes, e-cigarettes, marijuana, chewing tobacco or other tobacco inside the Library or within 15 feet of any entrance, exit, window or ventilation intake.
- Consuming food or beverages in a manner that creates an unclean environment, attracts insects or vermin, disrupts other users or is harmful to library resources
- Improper dress, including swimwear
- Personal hygiene that poses a health risk
- Bringing animals inside the Library, with the exception of service animals and those allowed during Library-sponsored programs
- Using restrooms for bathing or washing of clothes

### **Enforcement of the Library Use Policy**

Enforcement of this policy will be conducted in a fair and reasonable manner. Library staff and/or the Warrenville Police Department will intervene to stop prohibited activities and behaviors. Individuals who fail to observe this policy may be asked to leave the property, be banned from the Library for a period of time, subject to arrest or subject to other lawful action.