

## **Section 600 PATRON BEHAVIOR POLICY**

### **Statement of Purpose**

The Crete Public Library District has established this Patron Behavior Policy to ensure that all patrons have fair and equitable access to the library's services, materials, and facilities in a safe and welcoming environment without being subjected to unreasonable interference or disturbance by others. The library reserves the right to determine what is considered to be disruptive or inappropriate behavior.

Patrons are expected to conduct themselves in a manner appropriate to the purposes of the library, such as reading, studying, using library computers or facilities, or attending library programs, or they may be asked to leave the premises. Those who repeatedly violate this policy or whose misconduct is extreme may be barred from the library for a period of time and/or the police may be called.

This policy applies to all employees, volunteers, patrons, other members of the public, and those conducting business with the library. The library will actively pursue disciplinary action, prosecution, or other legal actions when necessary.

### **Inappropriate or Disruptive Behavior**

Inappropriate or disruptive behaviors include, but are not limited to:

- Any conversation, laughter, noise or action that is disturbing to other users or staff.
- Using harassing, obscene, abusive, or insulting language or gestures.
- Physical abuse or assault, including fighting, bullying, or otherwise engaging in intimidating or harassing behavior or making violent or threatening statements.
- Rowdiness, running, or chasing others.
- Interfering with the library staff's performance of their duties.
- Disruptive use of personal communication devices. The library encourages patrons to take cell phone calls in the lobby or Coffee Connection, otherwise phones should be set to silent.
- Consumption of food or uncovered beverages outside designated areas (currently the Coffee Connection on the second floor). Covered beverages may be used with care throughout the building.
- Bodily hygiene which is offensive so as to constitute a nuisance to other patrons and staff.
- Smoking, including the use of any electronic smoking or smokeless equipment in the library or within 15 feet of the library entrance.
- Possessing, consuming, exchanging, selling, or being under the influence of alcohol or drugs.
- Entering the library with animals other than service animals authorized by law.
- Soliciting, petitioning, selling, or loitering on library property and/or impeding access to the library.
- Failure to wear footwear and proper clothing providing appropriate bodily coverage.
- Carrying weapons of any type.
- Entering unauthorized areas or refusal to follow reasonable direction from library staff, including but not limited to leaving the library after closing or refusing to evacuate during an emergency.

- Damaging, defacing, destroying, stealing, or otherwise vandalizing library materials and property. Removing library materials from the library without checking them out will be considered theft.
- Leaving unattended property on the library premises. The library takes no responsibility for unattended items and may remove them or turn them over to police.
- Inappropriate display of consensual physical contact.
- Engaging in any type of illegal activity.
- Misusing the library's public computers (see Section 900: Internet Use Policy)
- Leaving children under the age of 10 unattended by a parent, guardian, or caregiver (see Section 650: Unattended Children Policy)
- Prohibited acts of sexual harassment (see Section 400: Sexual Harassment Policy)

## **Enforcement**

All library staff and volunteers and members of the public are urged to promptly report any inappropriate or disruptive behavior to the person in charge at the library so that rapid response and appropriate action may be taken.

Any library staff member may enforce this policy by sharing the policy with, pointing out violations to, and requesting compliance from patrons. Upon a third warning, patrons will be asked to leave the building for the remainder of the day. Extreme violations or illegal actions may result in immediate expulsion from the library or police involvement.

The Executive Director is authorized to bar from the library for seven (7) days those who have been asked to leave the library on more than one occasion within a fourteen (14) day period of time. If the behavior continues after that period of time, the patron may be barred for thirty (30) days. The Board of Library Trustees may permanently bar the patron from the library.

Video recordings made from security cameras showing a violation by a patron of the library's Patron Behavior Policy may be used to support suspension or termination of a patron's library privileges and/or immediate ejection from the library.

CPLD 06/2000  
Rev. 01/2017

## **Section 650 SAFE CHILD POLICY**

The Crete Public Library endeavors to provide a welcoming, pleasant, and safe environment for all library users. The library encourages children of all ages to visit with their parents to take advantage of the resources available for them. We hope that as many children as possible will use it as a doorway to lifelong learning and reading. The library, however, is a public building. Any public place may be dangerous for a child who is left unattended. Therefore, the following policy will be enforced:

- Parents or guardians are responsible for the health, safety, behavior, and well-being of their children, whether the parent or guardian is present or not.
- The library is also a busy workplace with staff engaged in many library service duties. They do not serve *in loco parentis*, in place of the parents, for children in the library or on

library premises. Staff assume neither responsibility nor liability for the actions, safety, care, or supervision of children at any age.

- Children, age eight (8) and under, must be accompanied by, attended to, and within visual range of a parent or other responsible adult, at least fifteen (15) years or older, at all times while on library property.
- Parents or guardians must remain in the building while their children are in library programs, if they are age eight (8) and under.
- Students who visit the library with tutors are to be supervised by the tutor during the student's entire library visit, if the student is otherwise unattended. The library does not serve as an intermediary between students and tutors.
- Children, age nine (9) and over, are free to utilize the library's resources, as needed, without direct parental supervision, provided they demonstrate purposeful intent to use library resources.
- Transportation for children at the library, regardless of age, must be arranged prior to the library's closing time. Parents or guardians should be aware of the library's opening and closing times. The building is promptly locked at closing time. Under no circumstances will library staff offer to drive a child home or to another destination.

All patrons are expected to adhere to the library's Patron Behavior Policy. The library encourages parents and guardians to consider the safety of their minor children, as well as the well-being and needs of other library patrons, and to talk with their minor children about appropriate behavior in the library.

CPLD 05/1999  
Rev. 06/2000  
Rev. 07/2017