



Policy 3060: Code of Conduct

Adopted: April 27, 2011; June 24, 2015

Reviewed/Revised: September 25, 2013; February 25, 2015; June 24, 2016; February 22, 2017;
September 27, 2017; September 25, 2019; July 27, 2022

I. Purpose

The Algonquin Area Public Library District (AAPLD) seeks to provide a welcoming, secure environment to the public that encourages exploration of ideas, acquisition of knowledge, and the use of Library services and materials to the fullest extent, and for the necessary administrative and support activities required to fulfill the mission of the Library.

The AAPLD Library Board of Trustees (Board) 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 that are available and in good condition. Any conduct that disturbs library patrons or employees or hinders others from using the Library or Library materials is prohibited.

Patrons are welcome to consume food in the Library's café at the Main Library or in a designated area at the Eastgate Branch. Small snacks or food from the Library's vending machines and beverages with fastened lids are permitted outside of the Library café or designated area. Food of any kind is not permitted near computers. Individuals are responsible for managing or reporting any mess they create and are liable for any damage they may cause to Library property.

II. Expectations

Library users are expected to understand that the Library is a public place shared by many and to conduct themselves in a manner respectful of themselves, others, and Library property and spaces. Behavior that violates this policy may result in intervention by Library employees. Violators may be excluded from the Library for a period from one day to one year, and their Library privileges may be restricted or terminated.

A. Library Patrons are Not Permitted to:

- 1) Interfere with another library patron's ability to use the facility, services, or materials.
- 2) Physically or verbally harass or intimidate staff or patrons.
- 3) Disregard the reasonable direction of a Library employee. This includes, but is not limited to, persistent or repeated disruptive behavior, remaining in the Library past regular operating hours or when circumstances dictate evacuation, i.e. power failure, fire, threatening weather, or similar situation.
- 4) Damage, mutilate, move, or remove from the premises without authorization any part of the library collection, building, furnishings, equipment, or supplies.
- 5) Damage or alter any computer system hardware or software configurations.
- 6) Make excessive noise, use abusive or threatening language or gestures, display inappropriate images, or engage in other disruptive or inappropriate conduct. Cellular phone usage that impinges on the rights of others is considered disruptive behavior.
- 7) Use matches, lighters, or other means of ignition, illegal substances, or unapproved alcoholic beverages on Library premises. Smoking, including the use of electronic cigarettes or other



smoking-simulation devices, is not permitted in the building or within 15 feet of the building entrances, exits, windows, or ventilation intakes.

- 8) Run, shove, fight, or throw objects.
- 9) Use sporting equipment on library property.
- 10) Dress in a way that is not proper in public places or wear masks or similar facial concealment, except for Library sponsored programs and for religious, medical, or other legally protected reasons. Library users are expected to wear shoes at all times.
- 11) Create a nuisance to other library users due to personal hygiene, excessive fragrance, or excessive body odor.
- 12) Block aisles, entrances, or exits
- 13) Leave personal belongings in spaces where they interfere with patrons' and employees' ability to use library collections, furnishings, or equipment or to move safely and freely throughout the premises. Patrons shall not leave personal belongings unattended.
- 14) Enter the Library with animals, except those used to aid persons with disabilities as certified by a medical professional or as part of a Library Program.
- 15) Panhandle, solicit, sell, or distribute any goods, literature, or services in the Library facilities or grounds without prior authorization.
- 16) Lie or lounge on furniture or the floor, or impede safe or easy passage. Engage in disruptive, prolonged, or habitual sleeping.
- 17) Use the Library's restrooms inappropriately. Examples include, but are not limited to, use as a laundry facility, bathing facility, or gathering place.
- 18) Leave persons in need of supervision unattended on the premises. See also, Unattended Children and Vulnerable Adults Policy.
- 19) Engage in illegal activity or conduct that violates federal, state, or local law, ordinances, or regulations, including bringing onto the premises any dangerous weapon.
- 20) Be present in Library offices, lounges, storage areas, or other non-public areas while unaccompanied by a Library employee or without prior agreement with Library Management.

B. Library employees may address any of these behaviors in the following ways:

- 1) Verbal warning to cease the behavior or actions.
- 2) Written warning to cease and/or not to repeat behavior or actions; may complete an Incident Report, which will be forwarded to the Executive Director.
- 3) Direct the patron to leave and not return to the premises for a period of one day or longer, and complete an Incident Report, which will be forwarded to the Executive Director.
- 4) Involve the police, and complete an Incident Report, which will be forwarded to the Executive Director.

The Library is not required to go through the entire intervention process. Intervention may begin at any step, including immediate involvement of the police, depending upon the severity of the incident or behavior.

Extreme or repeated violation of this policy may result in a suspension of Library privileges. The Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, permit the Library Board of Trustees to "exclude from use of the library any person who willfully violates the rules prescribed by the board." Any patron whose privileges have been denied may have the decision reviewed by the Board.