THE HAYNER PUBLIC LIBRARY DISTRICT
LIBRARY BEHAVIOR POLICY

Publicly supported libraries are recognized as designated public forums established to provide all members of the communities they serve with access to information. Therefore, there is a significant public interest in maintaining a library environment conducive to all library users’ exercise of their constitutional right to receive information.

The Illinois Public Library District Act (81.1001-3) states: “Every such library shall be forever for the use of the residents and taxpayers of the district wherein it is located, subject however to such reasonable rules and regulations as the Board may adopt in order to render the use of the library of the greatest benefit to the greatest number of such residents and taxpayers.”

The Public Library District Act (81.1004-11) describes the powers of the Board of Trustees, including:

“(11) To exclude from the use of the library, any person who willfully violates the rules prescribed by the Board;”

“(14) To provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library.”

The resources of The Hayner Public Library District are provided for the use and enjoyment of the entire community served by the library. All individuals, regardless of origin, age, background, or views, are welcome to make use of the facilities, collections, and services of any agency of The Hayner Public Library District.

In order to protect the rights of all users to access library resources, to ensure the safety and security of library users and library staff, and to protect and preserve the facilities, collections, and services of the library, the Board of Trustees of The Hayner Public Library District has adopted the following guidelines for the conduct of persons using the library and its resources. The guidelines listed in this policy extend to the library facilities and any/all properties owned, leased, or used by The Hayner Public Library District (i.e. library buildings, parking lots, outdoor seating areas, library “park” properties, etc.).

The library staff is here to assist you in using the resources of the library. Please ask at the Circulation Desk should you need assistance.

- BE COURTEOUS IN YOUR DEALINGS WITH OTHER LIBRARY USERS AND LIBRARY STAFF.
  - When many people are seeking assistance from the staff at the same time, we ask for your patience. Please wait your turn. A staff member will assist you as soon as possible.
• **BE CONSIDERATE OF THE RIGHTS OF OTHER LIBRARY USERS AND LIBRARY STAFF MEMBERS.**
  - Keep aisles and walkways clear of your belongings. Allow others to pass freely through the study, lounge, and stack areas.
  - At busy times the library staff may ask you to limit your personal space to one seat at a study table or one chair in a lounge area, so that we may accommodate the maximum number of users.

• **HELP US TO MAINTAIN A SAFE AND HEALTHY ENVIRONMENT IN THE LIBRARY.**
  - Deposit all trash in appropriate receptacles.
  - Please do not bring food or drink into the library.
  - When you have finished using library materials, please leave all items neatly stacked on a table or on the end of a shelf.
  - Wear shoes and appropriate clothing in the library. Appropriate clothing is clothing which covers the upper and lower torso of the body.
  - As of January 1, 2008, the Smoke-Free Illinois Act requires that public places and places of employment must be completely smoke-free inside and within 15 feet from entrances, exits, windows that open and ventilation intakes. The use of any form of tobacco and/or e-cigarettes or vape items is prohibited in all library facilities, including the public restrooms (Illinois Clean Indoor Air Act).
  - Intoxication or consumption of alcohol/illegal drugs is prohibited on library property.
  - We ask library users to avoid strong odors on their persons or their belongings when they are using the library. If you or your belongings exude an odor strong enough to cause allergic reactions, headaches, or nausea in other persons within a six-foot radius of your location, the library staff may ask you to leave the library until the odor has been eliminated. This rule applies to all strong odors regardless of cause, whether it be personal hygiene, perfumes, colognes, animal residues, etc.
  - No sleeping in the library facilities.

• **WE DO NOT EXPECT ABSOLUTE SILENCE IN THE LIBRARY. WE DO TRY TO MAINTAIN A QUIET ENVIRONMENT, CONducive TO READING AND STUDYING, IN THE STACKS AND IN STUDY AREAS.**
  - Conversations generally should be confined to the lounge area and the area immediately adjacent to the Circulation Desk. Please speak in a quiet, conversational tone.
  - If you wish to listen to radios or audio players in the library, you must use earphones. If the volume is so loud that a person sitting or standing next to you can still hear the sound despite the earphones, library staff may ask you to lower the volume to a level which is inaudible to other people.
  - All cell phones must be turned off in the library building or programmed to vibrate for incoming calls and/or texts. All cell phone communication must take place outside or in the entryways.
PARENTS, GUARDIANS, OR OTHER ADULT CAREGIVERS ARE RESPONSIBLE FOR THE BEHAVIOR OF THEIR CHILDREN IN THE LIBRARY, WHETHER OR NOT THE PARENT, GUARDIAN, OR CAREGIVER HAS ACCOMPANIED THE CHILDREN TO THE LIBRARY.

- We do not expect small children to maintain quiet in the library. We do expect parents, guardians, or other adult caregivers to supervise their children’s use of the library. Please remind your children that rowdy play and boisterous behavior are not appropriate in a place where other people are reading and studying.
- Library staff cannot be responsible for supervising the behavior of unaccompanied children in the library.

CHILDREN UNDER THE AGE OF TWELVE SHOULD NEVER BE LEFT AT THE LIBRARY WITHOUT ADULT SUPERVISION.

- When children under the age of twelve attend library programs, a parent, guardian, or caregiver should remain on the library premises during the program.

TEEN AND CHILDREN’S AREAS OF THE LIBRARIES ARE EXPRESSLY FOR USE BY TEENS AND ACCOMPANIED CHILDREN, RESPECTIVELY. INDIVIDUAL ADULT USE OF THESE AREAS FOR EXTENDED PERIODS OF TIME IS PROHIBITED.

- Computer use in the children’s area (KidsSpace) is restricted to children under the age of 13 and parents/guardians/supervisors of children using KidsSpace.

CHILDREN WHO ARE LEFT UNATTENDED AT THE LIBRARY MUST BE PICKED UP BY A PARENT OR GUARDIAN BEFORE THE LIBRARY’S REGULARLY SCHEDULED CLOSING TIME

- If children are still at the library at the regularly scheduled closing time, the library staff reserves the right to call the police to take custody of the children until the parent, guardian, or adult caregiver can be located.

LIBRARY FACILITIES, COLLECTIONS, AND SERVICES ARE PUBLIC RESOURCES AND THE WILLFUL DESTRUCTION, DAMAGE, OR THEFT OF LIBRARY RESOURCES WILL BE PROSECUTED UNDER THE LAW (Public Library District Act)

- Library staff reserves the right to check all library users’ belongings when they are ready to leave the library.

DO NOT LEAVE YOUR PERSONAL BELONGINGS UNATTENDED IN THE LIBRARY

- The library is not responsible for any items lost, damaged, or stolen while left unattended.
• PLEASE PARK VEHICLES WITHIN THE MARKED SPACES ON THE LIBRARY PARKING LOT OR WITHIN DESIGNATED ON-STREET PARKING SPACES
  o Parking spaces reserved for the disabled are so marked and should be used only by those individuals who have the appropriate license tags or plates issued by the state and displayed on their vehicles as required by law.
  o Do not block alleys, driveways, and fire lanes. Areas that are marked “no parking” should remain clear at all times for emergency access. The library prohibits the use of bicycles, skateboards, roller skates, in-line skates, etc., on library property.

• ANIMALS, EXCEPT ANIMALS SPECIALLY TRAINED TO ASSIST THE DISABLED, ARE PROHIBITED IN THE LIBRARY
  o We discourage library users from leaving their pets, whether secured or unsecured, outside the building or confined in vehicles parked on the library parking lot, out of concern for the safety and well-being of the animals.

• ANY BEHAVIOR THAT DISRUPTS THE ORDERLY CONDUCT OF THE LIBRARY, OR THAT INTERFERES WITH ANOTHER LIBRARY USER'S RIGHT TO ACCESS LIBRARY RESOURCES, OR THAT PREVENTS ANY LIBRARY STAFF MEMBER FROM CARRYING OUT HIS/HER DUTIES IN AN ORDERLY AND TIMELY MANNER, IS PROHIBITED
  o Persons who engage in such behavior will be subject to the procedures established in the Progressive Discipline Policy listed below.

• VIOLENTLY ABUSIVE LANGUAGE OR GESTURES, THREATENED OR ACTUAL PHYSICAL ASSAULT, INDECENT BEHAVIOR, OR DELIBERATE HARASSMENT OF ANY INDIVIDUAL ON LIBRARY PROPERTY WHETHER SUCH HARASSMENT IS VERBAL OR NONVERBAL, AND REGARDLESS OF WHETHER SUCH HARASSMENT INVOLVES ACTUAL PHYSICAL CONTACT, THAT DISRUPTS THE ORDERLY CONDUCT OF THE LIBRARY WILL BE PROSECUTED UNDER THE LAW.

• THE ILLEGAL AND UNLAWFUL POSSESSION OR USE OF DRUGS, ALCOHOL, OR WEAPONS ON LIBRARY PROPERTY IS PROHIBITED AND WILL CONSTITUTE AUTHORITY FOR REMOVAL FROM THE PREMISES AND PROSECUTION UNDER THE LAW.

• ALL TYPES OF SOLICITATION ON LIBRARY PROPERTY IS PROHIBITED.
PATRON USE OF LIBRARY TELEPHONES

The use of cellular phones or two-way devices is prohibited in the library. The library does not allow members of the public to use library telephones for personal calls.

There are exceptions to this rule:

1. In cases of accident or emergency, a library staff member may place a call for emergency assistance, at the request of an individual involved in or witness to the accident or emergency. A person involved in an accident or emergency may use the library telephone to call a family member, friend, or service person for assistance. The caller should keep the call as brief as possible. Such emergency calls are limited to local calls. Members of the public may not use library telephones to place long distance calls.

2. Patrons may use the library telephone to call for a ride. The caller should keep the call as brief as possible. A library staff member may place the call and give the receiver to the patron when the call is answered if the patron is not capable of placing the call for him/herself.

If someone calls the library to locate a family member or friend, the library staff will take a message and relay it to the patron. If the patron is not present, library staff will tell the caller that the patron is not in the library. Callers are discouraged from continuing to call back looking for the patron.