



## APPROPRIATE LIBRARY USE POLICY

Individuals and groups using the library are to conduct themselves in an appropriate manner in keeping with the library's vision and mission. We expect everyone to treat all people and property with respect. The following rules apply to patron conduct on all library property, including the library building, grounds, and bookmobile, as well as to programs and events outside the library where library staff are present, library online environments, and to phone calls to the library.

- Disruptive behavior affecting staff or patrons is prohibited, including but not limited to:
  - Committing or attempting to commit any action or behavior that would violate any federal, state, or local criminal statute or ordinance
  - Fighting and threatening the safety of others
  - Carrying firearms and/or dangerous weapons of any type
  - Harassing or abusing others, verbally or physically
  - Tampering with, defacing, abusing, damaging, or stealing library property or the personal property of others
  - Possessing, consuming, or being under the influence of alcohol or illegal drugs
  - Smoking, any use or preparation of tobacco, or any use or preparation of electronic cigarettes, vaping devices, or substances.
- Children under age 8 must be supervised by a parent or other responsible caregiver 14 years or older at all times while using library facilities including the library building, grounds, and bookmobile. All minors must be picked up before the library closes. See the Supervision of Children Policy for more information.
- Non-alcoholic beverages in covered containers are permitted throughout the library. Eating in the library is limited to designated areas. Consuming food or drink that creates a nuisance (e.g., disruptive noise or strong odor) is prohibited.
- The use of cell phones and other electronic devices is permitted at a reasonable volume that does not disturb others. Suggested locations for phone conversations include vestibules, lobbies, study rooms, and near the elevators.
- Selling products or services or soliciting donations is not permitted on library property.
- Taking photographs and/or shooting videos for commercial purposes requires authorization from library administration.
- Distributing leaflets and/or petitioning on library property may be permitted outside the library's public entrances but not within the building nor bookmobile. Individuals distributing leaflets and/or petitioning on library property may not impede entry or exit from library buildings nor disrupt library operations.

Video surveillance is enabled in certain locations throughout the building and grounds. See the CCTV Surveillance Policy for more information.

## STAFF RESPONSE TO VIOLATIONS OF LIBRARY USE RULES

Library staff responding to possible violations of the Appropriate Library Use Policy may at any time request that patrons identify themselves by showing library cards or other documents such as a driver's license or school ID. The library may contact law enforcement when staff believe someone has stolen library materials or is in possession of something that causes a safety concern.

The library reserves the right to determine if anyone violates this policy. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a period determined by library staff and/or appropriate legal action.

## INITIAL WARNING OR EXCLUSION FOR REMAINDER OF DAY

A patron who does not comply with one or more of the library's conduct rules may receive an initial verbal warning from library staff, unless the patron's misconduct involves actual or potential harm to another patron or library staff, or misuse of or actual or potential damage to library property. Staff will inform the patron involved of the relevant conduct policy and rule(s), state the desired and expected behavior, and warn the patron that continued violation will result in a loss of library use privileges. If the misconduct continues, or if library staff consider the misconduct sufficiently disruptive, the patron may be asked to leave the library for the remainder of that day.

Written notice is not required for initial warnings or exclusions for the remainder of a day. If the patron believes that the treatment is unfair, a supervisor or ranking staff member may be called upon to consider the patron's objection. The supervisor's or ranking staff member's decision will be final.

When a patron under age 18 is to be excluded, staff will try to notify their parent or guardian before the minor patron leaves the library.

## SUSPENSIONS FOR ONE FULL DAY OR LONGER

Some misconduct may result in a patron being suspended for longer periods from one full day up to a full year or more, depending upon the severity or repeated character of the misconduct. The safety manager or other authorized management staff may issue a suspension from library use privileges for periods of one full day or longer.

Suspension of library use privileges denies the patron access to the library building and grounds, the bookmobile, online spaces, phone calls to or other contact with library staff other than the safety manager, and all library programs.

Violation of the terms of suspension, including trespassing on library property or harassment of staff by phone or in online environments, may be reported to the Skokie Police and may be subject to criminal prosecution or other legal action.

A Notice of Suspension of Library Use Privileges will be provided by library staff to the patron in person at the time the suspension is imposed, if possible, or sent to the patron by certified mail at their last known address. The Notice shall state the rule violation(s) upon which the suspension is based and inform the patron of the procedure for requesting review of the suspension by the library's executive director. When use privileges of a

patron under age 18 are suspended, the library will notify, when possible, the patron's parent or guardian and will provide them a copy of the Notice of Suspension by certified mail. The safety manager will notify administrative and other relevant staff of all patron suspensions.

The following are guidelines for suspension periods for misconduct which may include but are not limited to behaviors listed below and which may vary based on the severity of a patron's misconduct, on any past non-compliance by the patron with library use rules, or on any extenuating circumstances.

Length of Suspension	Misconduct Involved
One Day	<ul style="list-style-type: none"> <li>• Ignoring repeated warnings about disruptive behavior</li> <li>• Refusing to follow the directions of library staff</li> </ul>
One Week	<ul style="list-style-type: none"> <li>• Trespassing on library property or bookmobile after having been asked to leave the premises</li> <li>• Minor damage to library property</li> <li>• A repeat or escalation of any of the above misconduct</li> </ul>
One Month	<ul style="list-style-type: none"> <li>• Threatening, harassing, or abusing others</li> <li>• Possession or use of intoxicating or controlled substance</li> <li>• A repeat or escalation of any of the above misconduct</li> </ul>
Six Months	<ul style="list-style-type: none"> <li>• Stealing from other patrons or the library</li> <li>• Serious damage to library property</li> <li>• A repeat or escalation of any of the above misconduct</li> </ul>
One Year or Longer	<ul style="list-style-type: none"> <li>• Physically assaulting or inappropriately making contact with other patrons or staff</li> <li>• Lewd conduct</li> <li>• A repeat or escalation of any of the above misconduct</li> </ul>

## APPEAL PROCEDURE

A patron who wishes to appeal a suspension may do so by making a written request to the library executive director within 10 days of the date of the Notice of Suspension at the library's address, or by email to the executive director at [libdirector@skokiellibrary.info](mailto:libdirector@skokiellibrary.info). The library will offer the patron notice of and a reasonable opportunity to be heard by the executive director or their designee concerning information that the patron deems relevant. The executive director's decision on any appeal shall be final.

## RE-ENTRY MEETING WITH SAFETY MANAGER

The patron must request a meeting with the library safety manager in order for the patron's library use privileges to be reinstated after the end of the suspension. In the case of a patron under age 18, a parent, guardian, or other adult will be encouraged to accompany the minor to the meeting. To request a re-entry meeting, the suspended patron should contact the library and ask to speak with the safety manager.

During the re-entry meeting, the safety manager will do the following:

- Review the reason(s) for the suspension
- Review the current Appropriate Library Use Policy
- Request a signature from the patron affirming that the patron understands and agrees to follow the Appropriate Library Use Policy

*Adopted by the Skokie Public Library Board of Trustees, July 12, 2017.  
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