

## **Patron Code of Conduct Policy**

(Adopted January 2014; revised January 2015; revised July 2017; revised March 2018; revised February 2022; Revised May 28, 2025)

The Stickney Forest View Public Library District is dedicated to providing access to knowledge and information in a safe and comfortable environment. The Public Library Act provides that the Library Board of Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing library services, and the specific power to "exclude from the use of the library any person who willfully violates a policy or regulation prescribed by the Board." 75 ILCS 16/30-55.55.

The Board of trustees of the Library establishes its patron code of conduct as follows:

### **The Library requests that all patrons:**

- Respect the rights of patrons, library staff, and library property.
- Respect the right of Library staff to work in a calm environment free from harassment.
- Be aware of noise levels and do not disturb others. Conversations should be conducted quietly, headphones should be turned to appropriate levels, and cell phone conversations should be taken to the lobby or outside.
- Keep Library entrances clear. Do not congregate near doorways or park bikes, skateboards, etc. in front of the doorway. Park bikes in the appropriate rack, not in the lobby. All skates, skateboards, etc. should be picked up and carried while in the library.
- Leave pets at home. Service animals are always welcomed by the Library, but all other pets should not be brought indoors. Other pets should not be left outside the doorway. Animals may occasionally be present at Library programs, with permission from the Library director.
- Drink beverages in a covered container only. No food or drinks may be near Library computers or lending laptops. Trash should be disposed of in appropriate containers.
- Wear a shirt, shoes, and other proper clothes. Bathing suits or clothing that uses objectionable language may not be worn on library premises.
- Keep Library furniture in place.
- Keep personal items with you at all times. Library staff cannot monitor your personal property, and are not responsible for lost, damaged, or stolen items. Items left at the library that goes unclaimed (other than personal IDs) after two weeks will be donated to charity or discarded.
- Comply with the Library's Internet Policy.
- Obey all applicable state, federal, and local law.
- Follow the policies, procedures, and guidelines as written or directed to by staff.
- Ensure children under the age of 8 and people in need of additional support are accompanied by a responsible caregiver 13 years of age or older.

**The library requests that patrons refrain from the following behaviors, which are unacceptable or illegal:**

- Loud or disruptive behavior, including but not limited to the use of profanity, obscenities, or abusive language, skating or using athletic equipment inside, public indecency, and/or public displays of affection
- Extreme lack of hygiene or excessive use of perfumes or colognes
- Loitering on Library property or trespassing in non-public areas
- Drinking alcoholic beverages, other than at designated Library events (See the Library's Alcoholic Beverages Policy)
- Smoking (including e-cigarettes) or using illegal substances inside the library or within 15 feet of any entrance door.
- Selling, panhandling, posting and/or distributing printed materials unless specifically permitted by the Library Director
- Inappropriate use of Library furniture or restrooms
- Loitering in the Children's Department when over the age of 18 without being accompanied by a child
- Possessing weapons in the Library unless authorized by law or exhibiting behavior that is potentially dangerous to self or others.
- Downloading, printing, or viewing materials that violate federal, state, or local laws, including copyright laws or licensing agreements or materials deemed inappropriate.
- Damaging or attempting to damage library property
- Stealing library property including, but not limited to books, computers, or furniture, or otherwise attempting to remove Library materials without proper checkout
- Violating any Library policies or guidelines
- Any other illegal activity not mentioned above

**Enforcement:**

Failure to comply with one or more of the Library's established policies on public conduct may result in individuals:

- Being asked to discontinue the problem behavior.
- Being asked to leave the Library grounds for the day.
- Being banned from the property for a period of time depending on the severity of the infraction. If you are banned for any reason for more than one day, you must meet with the Library Director prior to re-admittance to the Library.
- Have library privileges suspended or revoked.
- Being reported to the police or legal prosecution.



**Stickney-Forest View**  
Public Library District

*"A Welcoming Place Offering A Sense of Community"*

6800 West 43<sup>rd</sup> Street  
Stickney, IL 60402  
Phone: 708.749.1050  
Fax: 708.748.3828

**Patron Suspension:**

Staff members designated by the Library Director may suspend patron privileges for up to 24 hours (one day) including access to the Library property for violation(s) to the Code of Conduct. The Library Director or Director designee are able to suspend a patron for more than one day.

The Library Director may impose up to a 30-day ban for repeated offenders or more serious behavior.

The Library Board of Trustees and/or the Library Attorney may impose a ban of more than 30 days for more pronounced disruptive behavior and for more serious violations of the Code of Conduct.

A ban of more than one year is imposed for a very serious violation of this policy. A ban of this length usually results in the involvement of law enforcement.

Any suspension of more than fourteen days will be accompanied by written notice and will include the reason for the ban/suspension.

If a banned individual enters the Library before the return date, the police will be called, and the individual will be removed from Library property and may be arrested for trespassing. A copy of the ban letter and/or the incident report will be made available to law enforcement personnel.