

Library Code of Behavior

It is the policy of the Dominy Memorial Library Board of Trustees that the library is for the use of all members of the community. In order to provide access to the materials and services of the library and to allow staff to effectively perform their duties, general guidelines for use of the library are made in order to provide a positive, safe, and welcoming experience for all.

Generally, patrons are expected to conduct themselves in a way that shows respect for the library's patrons, staff, materials, and facilities and are not to negatively affect other people from using the library or its materials. Additionally, improper acts that are subject to prosecution under any civil or criminal code is prohibited. If a patron's conduct or activity violates these expectations, he or she will be asked to change the behavior. Failure to do so may result in the loss of library privileges, up to and including removal from the building and the contacting of police.

Behavior prohibited in the library includes, but is not limited to

- behaviors that disturb, harass, or interfere with the staff and patrons' ability to use the library or its materials, including but not limited to disruptive conversation or sounds, harassment or abuse, intimidation, profanity, excessive public displays of affection or sexual behavior, gambling, or loitering
- misuse or theft of library items, which may be a violation of law and be subject to legal consequences
 - *The library reserves the right to inspect any bags if there's a suspicion of theft. The library also is not responsible for patrons' lost, damaged, or stolen personal items left unattended.*
- smoking (including e-cigarettes) or using tobacco products inside or within 15 feet of the library entrance, as well as the possession, consumption, or being under the influence of alcohol, marijuana, or other controlled substances
- possession or use of a weapon, with the exception for law enforcement officers
 - Illinois state law (430 ILCS 66) prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property.
- consumption of food or drink in the library without prior authorization from library staff
- bringing animals into the library, with the exception of service animals or animals approved for library functions
- soliciting, selling, campaigning, petitioning, or distributing materials on library grounds without approval from the library director
- the use of bikes, rollerblades, skateboards, scooters, or similar devices within the library or by entrances, walkways, and landscaped areas
- failure to leave the library promptly before closing or as directed by staff
- strong odors or personal hygiene that disrupt other library users or staff
- failure to use the computers in accordance with library policies, including signing in before using a computer and being off the computers 15 minutes prior to closing time
- inappropriate use of the restrooms, which includes shaving, bathing, or washing clothes
- lack of appropriate attire—shoes and shirt must be worn on library property

- any act that is illegal or in violation of federal, state, or local laws, ordinances, or regulations

Unattended Children: Children under the age of 8 must be accompanied by a parent, guardian, or other caregiver who is responsible for his or her child's appropriate supervision and behavior while at the library. The library is not responsible for unattended children. During library programs, the appropriate caregiver should remain in the library building and be readily available if needed. If a child is left unattended and the parent/caregiver cannot be located, the library staff is authorized to contact the police.

The Board of Library Trustees of the Dominy Memorial Library establishes its conduct ordinance as follows:

1. A patron who engages in any activity which violates the Library Code of Behavior shall cease such activity immediately upon request by library staff. In instances involving minors, the incident may be reported to the parent or appropriate caregiver.
2. If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the remainder of the calendar day. Library staff reserves the right to contact police if a patron refuses to leave the premises. All incidents of removal will be documented by library staff.
3. Upon the third recorded instance in which a patron is required to leave the library premises within a 30 day period, the library director will notify the patron in writing that he or she is not to be on library premises for 30 days. Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.
4. Patrons wishing to appeal such action may do so upon a written request to the Board of Library Trustees. In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, it will be considered trespassing, and the police will be summoned and informed of the prior action.
5. In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the library director shall report to the Library Board of Trustees such conduct following prior exclusion, and the board will consider a long-term exclusion of that patron.
6. The library is not required to go through the entire process mentioned above and may start at any step, depending on the severity of the offense. For serious offenses, immediate involvement of the police and/or being barred from the library premises may occur at the discretion of the library director.