

**RULES AND REGULATIONS POLICY**

**APPROVED BY  
THE BOARD OF TRUSTEES OF  
THE COAL CITY PUBLIC LIBRARY DISTRICT**

**REVISED**  
August 23, 2016

## COAL CITY PUBLIC LIBRARY DISTRICT RULES AND REGULATION POLICY

The Coal City Public Library District is dedicated to providing access to knowledge and information through reading, writing, and contemplation in a secure and comfortable environment, while providing patrons the right to use materials and services without being disturbed or impeded. The Public Library Act provides the 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 specific power to "exclude from the use of the library any person who willfully violates the rules and regulations prescribed."

The Board of Trustees of the Coal City Public Library District is responsible for determining the rules and regulations necessary to protect the rights of individuals to use library materials and services, to protect the rights of library employees to conduct library business without interference, and to preserve library materials and facilities.

The board of trustees believes that library patrons have the right to use library materials and services. Library patrons and employees have the right to an environment that is safe, relaxing and to use materials and facilities that are in good condition.

Theft, vandalism, or mutilation of library property is a violation of Article 16B of the Illinois Criminal Code. Violations of this article are considered a Class A misdemeanor or a Class 3 felony, depending on the value of the material or property. Violators of federal, state, or local ordinances on library property will be prosecuted. Should a library rule be violated, an Incident Report Form (**Appendix A**) will be filled out by the library director or the staff member involved. This form should also be used by staff and patrons in case an accident should occur on library property. In cases where there is a possibility of contamination, the proper biohazard safety precautions should be observed.

Library rules and regulations are listed below, along with the action that will be taken if these rules are violated. The policy will be readily available for the public to view.

1. ANY MISCONDUCT TOWARD LIBRARY USERS, STAFF, FACILITIES OR MATERIALS IS PROHIBITED.

Any conduct considered inappropriate will not be allowed. Such misconduct might include, but is not limited to, loud or boisterous behavior, noisy conversation, and running.

Minor disruption: the patron will receive one warning. The patron must leave the library property for the rest of the day with the second offense.

Extreme misconduct: the patron will be ordered to immediately leave the library property for the rest of the day. In addition they may have their privileges revoked or restricted at the discretion of the library director, assistant library director, charge person and/or the board of trustees.

2. NO SMOKING OR CHEWING TOBACCO IS PERMITTED IN THE LIBRARY BUILDING.

According to the Smoke Free Illinois Act, smoking is prohibited inside the library building or within 15 feet of any library entrance. Chewing tobacco and e-cigarettes are also prohibited.

3. EATING OR DRINKING IS LIMITED IN THE PUBLIC AREA OF THE LIBRARY.

Covered drinks may be allowed in public areas if handled properly. If requested, a patron should comply by removing food or drink from the library or leave the library.

When special programs or meetings take place at the library, refreshments may be served. Protective disposable gloves will be worn by staff members when serving food.

4. COMMERCIAL SELLING OR SOLICITATION OF FUNDS IS PROHIBITED ON LIBRARY PROPERTY.

The solicitor receives one warning and must leave the library at the second offense.

5. THE DISTRIBUTION OF LEAFLETS OR LITERATURE ON LIBRARY PROPERTY WITHOUT PRIOR APPROVAL IS PROHIBITED.

Approval may be obtained from the library director, assistant director, head of circulation, or communications coordinator.

6. USE OF LIBRARY TELEPHONES.

The library telephones are used for library business. However, patrons will be allowed to receive or make emergency calls.

7. ANIMALS IN THE LIBRARY.

Only service animals or animals approved for library programs are permitted in the library.

8. SHIRTS AND SHOES MUST BE WORN AT ALL TIMES IN THE LIBRARY.

9. ALL CHILDREN, AGE 7 AND UNDER, MUST BE ACCOMPANIED BY AN ADULT OR RESPONSIBLE CAREGIVER.

The library assumes no responsibility for an unattended child. Children must be under the direct supervision of a parent or other responsible caregiver when in the library or on library property. If the parent or caregiver is in the building, the child will be taken to that person and said person will be warned to supervise the child. On the second offense, the parent or caregiver and child must leave the property and will not be permitted to return for the rest of the day. If no parent or caregiver is present, the parent and/or police will be contacted.

10. USE OF THE ELEVATOR

Patrons found misusing the elevator will be given a warning. If a second offense occurs, the patron must leave the library for the rest of the day.

11. UNATTENDED CHILDREN ARE NOT TO REMAIN AT THE LIBRARY AFTER CLOSING TIME.

If a child should be left at the library after hours, two staff members will be required to stay with the child. An attempt will be made to notify a parent or legal guardian to come for the child, but in no instance will staff take young people home. After 15 minutes, the police department will be notified and the child will be placed in their custody. The library

assumes no responsibility for youngsters left to wait outside for a ride after the library has closed.

12. CHILDREN 5 YEARS OF AGE AND UNDER ARE WELCOME TO USE THE PLAYHOUSE IN THE CHILDREN'S AREA.

As suggested by the manufacturer, the playhouse is for children 5 years of age and under.

As noted in Rule No.9, children must be supervised by a parent or other caregiver when using the playhouse.

13. PLAYING ON THE STAIRWAYS OR MEZZANINE RAILINGS IS PROHIBITED.

If a patron does not comply with this rule after being warned, the patron will be asked to leave the library for the rest of the day.

14. USE OF THE ADULT REFERENCE AREA.

The adult reference area is to be used as a quiet study area. Disruptive patrons will be asked to go downstairs or leave the building.

15. USE OF THE COMPUTERS WILL BE GOVERNED BY THE FOLLOWING REGULATIONS.

Patrons must be at least 8 years of age, and demonstrate a working knowledge of computers. Younger children may use the computers with parental or caregiver supervision. The library staff will not provide assistance for operating the computers. The time limit is one hour for computer use. If no other patron is waiting, additional time may be allowed.

A charge of 10 cents for black and white printouts and 25 cents for colored printouts will be made for each copy. The library staff at any given time may supervise the printing of any material.

The use of the computers is subject to all library rules and regulations as stated in this policy. The rules for computer use are posted in the library near the computers (**Appendix B**). Tampering with hardware, copying of copyrighted materials, and removing labels from software is prohibited. Anyone

who violates these rules will be barred from the computers according to the Internet Policy.

16. CHILDREN'S AREA COMPUTERS.

Computers in the children's area are available for student use. The time limit is one hour for computer use. If no other patron is waiting, additional time may be allowed.

Internet access is filtered. The rules and regulations governing Internet Access are included in the Internet Policy.

17. THE LIBRARY IS NOT RESPONSIBLE FOR PERSONAL BELONGINGS LEFT UNATTENDED.

18. BOOKDROPS ARE PROVIDED FOR LIBRARY PATRONS' CONVENIENCE.

Library material left outside the book drop will be the responsibility of the borrowing patron.

19. ANYONE STEALING OR VANDALIZING LIBRARY PROPERTY WILL BE PROSECUTED.

If someone is suspected of stealing or vandalizing library property, the police will be notified and proper procedures will be followed.

If the alarm system is inappropriately activated, the library director or designated staff member will contact the authorities and a complaint or charges will be filed.

20. LIBRARY PARKING.

The use of the parking lots is for library patrons or persons attending functions at the library. Use of the lots for loitering, as a "turnaround," or for leaving unattended cars shall not be permitted. Police assistance may be used to enforce this rule. If necessary, violators' cars will be towed.

Handicapped parking spaces will be clearly identified and violators will incur a \$250.00 fine.

Members and visitors of the New Hope Presbyterian Church have permission to use the library parking facilities for any church services. This was agreed upon when the Coal City Public Library District purchased the land for the library from the New Hope Presbyterian Church.

21. BICYCLE RACKS ARE PROVIDED FOR PATRON AND STAFF USE.

All bicycles must be parked in the bicycle racks provided. All violators will be asked to comply with this rule. Anyone not complying with this rule will be asked to leave the property.

22. Neither firearms nor weapons of any kind are permitted on any library property at any time by any person. Any person who violates this rule will have their library privileges revoked immediately for a period of not less than one year. A firearm may be transported by a licensee into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must be unloaded before removal from the vehicle. Law enforcement officials may possess firearms on Library property.

COAL CITY PUBLIC LIBRARY DISTRICT  
ACCIDENT/INCIDENT REPORT FORM

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

NATURE OF ACCIDENT/INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAMES, ADDRESS, PHONE NUMBERS OF THOSE INVOLVED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN BY STAFF MEMBERS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

REPORTED BY: \_\_\_\_\_



COAL CITY PUBLIC LIBRARY DISTRICT  
COMPUTER RULES

**GENERAL RULES:**

1. Children under 8 years of age will only be allowed to use the computers while being supervised by a parent or caregiver .
2. The library, because of staffing limitations, cannot provide the public with training or in-depth assistance in using the Internet.
3. The time limit is one hour for computer use when others are waiting.
4. A charge of 10 cents for black and white printouts and 25 cents for colored printouts will be made for each copy. The library staff at any given time may supervise the printing of any material.
5. Patrons should provide their own means to save data. All patron information stored on the hard drive will be erased.
6. Use of the computers is subject to all library rules and regulations as stated in this policy. In addition, tampering with the hardware, copying of copyrighted materials, and removing labels from hardware is prohibited.
7. Anyone who violates these rules will be barred from using the computers at the discretion of the library director or the Board of Trustees.