

**PATRON USE AND BEHAVIOR POLICY**

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

**AUGUST 21, 2018**

\*DENOTES LEGAL LANGUAGE

**REVISED**

**OCTOBER 13, 2020**

**COAL CITY PUBLIC LIBRARY DISTRICT  
PATRON USE AND BEHAVIOR POLICY\***

The Library Board of Trustees believes that Library patrons have the right to use Library materials and services without being disturbed or impeded by other Library users; that Library patrons and employees have the right to a safe, secure, and comfortable environment; and, that Library patrons and employees have a right to materials that are in good condition. To that end, Illinois Library Law (75 ILCS 16/ *et. seq.*) gives the Board the right "to make and adopt such bylaws, rules and regulations...for the government of the Library," and "to exclude from the use of the Library any person who willfully violates the rules prescribed by the board."

The general rules of behavior in the Library are given below and will be posted in the building. The actions that will be taken to enforce these rules are available for examination at any public service desk.

**THE FOLLOWING ARE PROHIBITED:**

1. Conduct that disturbs or harasses Library users or staff or that hinders others from using the Library or Library materials.
2. Theft of, damage to, defacement or vandalism of, or misuse of Library materials, equipment, furniture or facilities, or another's property.
3. Smoking, vaping or using chewing tobacco inside or within 20 feet of any Library entrance.
4. Eating or drinking, except in those areas of the Library where food or drink is allowed. Covered

beverages are permitted in public areas if handled properly.

5. Sleeping and/or lying and lounging on the floor.
6. Lying on furniture and/or misusing furniture. Putting one's feet on furniture is an example of such misuse.
7. Moving furniture without permission from Library staff.
8. Using the restrooms for bathing, shampooing, shaving, changing or washing clothes.
9. Using the restrooms as gathering places.
10. Commercial selling or soliciting money on Library property.
11. Solicitation, including distribution of leaflets, surveys, petitions, or similar activity; except as authorized by the Library Administrator.
12. Posting notices without approval by the Library Administrator.
13. Entering or remaining in the Library with a bodily hygiene so offensive that it constitutes a nuisance to other patrons and/or staff. Offending patrons shall be required to leave the building and may return after the problem has been resolved.
14. Use of Library phones without prior approval from Library staff.

15. Use of the Adult Reference Area for quiet study areas for any purpose other than quiet study, reading, reflection or contemplation.
16. Misuse of, or tampering with, the Library's security or alarm systems.
17. Misuse of Library provided bicycle racks. Bicycle racks are provided for the storage of patrons' and staff's bicycles only.
18. Entering or remaining in the Library without shirt, shoes, or while wearing wet bathing suits.
19. Dressing inappropriately or in clothing that offends, disrupts or disturbs, or is "gang related" or creates a disturbance in the Library.
20. Possession, consumption, or being under the influence of alcohol, cannabis or controlled substances.
21. Possession or use of weapons.
22. Animals, except service animals as defined by the Americans with Disabilities Act and applicable law, and animals approved for Library programs.
23. Vehicles (excluding wheelchairs and strollers) of any kind, including but not limited to bicycles and skates. Skateboards and scooters may be carried; other equivalent devices must be locked on the bike racks outside the Library.
24. Running.
25. Gambling.

26. Misuse of the elevators, stairways or mezzanine railings.
27. Adults loitering in the Youth Department.
28. Blocking aisles with personal belongings or leaving personal belongings unattended.
29. Using the Library or Library Grounds to store personal belongings.
30. Use of the playhouse in the Children's Area by children older than 5.

Computer use is regulated under the Library's Computer and Internet Public Access Policy.

Unattended Children in the Library is regulated by the Library's Unattended Children in the Library Policy.

No firearms are allowed on Library property except as permitted by Illinois law.

**Minor Disruptions:** In the case of a minor disruption the patron will be asked to leave the Library for the rest of the day.

**Repeated Violations:** Patrons who cause repeated disturbances in the Library will have their Library privileges revoked or restricted.

**Extreme Disruptions:** In the case of any misconduct that is extreme, the offender will be ordered to leave the building immediately, and may be banned for a period of time based on the severity of the action.

**Requesting Police Assistance:** In cases in which it is deemed necessary to enforce Library rules, the police will be called for assistance.