

Behavior Policy

Revision Control

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The Lincolnwood Public Library Board of Trustees ("the Board") has adopted the following policy (i) to provide the greatest possible number of Library patrons with a safe and pleasant environment conducive to quiet study as well as other uses deemed to be consistent with the Library's goal of serving the educational, cultural, and civic needs of the community of Lincolnwood; (ii) to enable Library staff to do their jobs effectively and enjoy a safe and secure workplace; and (iii) to protect Library property from damage or theft.

I. Prohibited Behavior: General Definition

Any behavior that jeopardizes the safety of those using the Library and its grounds, hinders easy access to or departure from the Library building or grounds, unreasonably infringes on the use and enjoyment of the Library by others, interferes with or disrupts Library operations or the ability of staff to do their work, or endangers Library property, is prohibited.

II. Prohibited Behavior: Specific Examples

Behavior prohibited in the Library or on Library property includes, but is not necessarily limited to:

1. Engaging in loud, disruptive conversation or conduct. This includes rowdiness, running, excessive noise, and other behaviors that disrupt the use of the Library or the work of staff.
2. Consuming food in the Library anywhere other than in the Café, unless at an authorized Library function or approved meeting. Covered drinks may be consumed anywhere in the Library except for the Digital Media Lab. No food or drinks may be brought into the Digital Media Lab.
3. Using rollerblades, skateboards, bicycles, and similar equipment in the Library or on Library property. Bicycles must be stored on the bike racks outside the Library and may not be brought into the building or left in areas that obstruct passage by others.
4. Bringing animals into the Library except for service animals trained to do work or perform tasks for a person with a disability and animals that are part of an authorized Library program or event.
5. Entering the Library without shoes or appropriate clothing.
6. Exhibiting offensive bodily hygiene which disrupts the use of the Library by others. Bathing, shaving, or washing articles of clothing in Library bathrooms will not be permitted.
7. Relocating Library furniture or equipment without permission from Library staff.
8. Inappropriate or unsafe use of furniture and floors, including defacement and use of these areas in a manner that hinders access or passage to others.
9. Using Library meeting rooms, study rooms, and the Digital Media Lab without the prior permission of staff.
10. Smoking, vaping, or other use of tobacco products in the Library or within 25 feet of the Library entrance.
11. Possessing or using alcohol, cannabis or cannabis-infused products, or other controlled substances on Library property, or being impaired from use of such substances.
12. Harassment of patrons, trustees, or staff, including verbal harassment, physical harassment, or abuse.

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13. Damaging, defacing, endangering, or misusing Library property, including books and other materials and equipment.
14. Panhandling, soliciting (including charitable solicitations), selling, or distributing goods or services in the Library or on Library property is prohibited, except that the Library or the Friends of the Library may sell or distribute goods or services, provided with the approval of the Board.
 - a. The distribution or posting of leaflets, notices, fliers, brochures, and similar materials, except by authorized Library personnel, is prohibited. Library bulletin boards and informational display racks and other exhibit spaces are reserved for use by the Library, other governmental agencies, and local non-for-profit organizations. All items to be posted or exhibited must be approved and posted or placed by authorized Library staff.
 - b. Political petitions may not be circulated in the Library. Petitioners may solicit signatures on the Library grounds safely outside the parking lot, and at least 25 feet away from the Library's entrance.
15. Failing to leave the premises promptly at closing time or during an emergency evacuation.
16. Leaving personal property unattended in or on Library property. The Library takes no responsibility for unattended items.

III. Enforcement of Behavior Policies

Illinois law authorizes the Board to exclude from use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board. 75 ILCS 16/30-55.55. Any patron who continues to participate in prohibited behavior or disregard Library rules and policies after having been given a reasonable opportunity to correct the behavior will be required to leave the Library grounds and may not return for the remainder of the day. Staff will define "reasonable opportunity" on a case-by-case basis, taking into account the nature and severity of the behavior, the levels of responsiveness and cooperation exhibited by the patron or group when approached by staff, and conditions in the Library at the time.

The Library Director is authorized to suspend, for up to thirty (30) days, a person's Library privileges including access to the Library and its grounds, when their behavior is dangerous, severely disruptive, or chronic. With the approval of the Board, a person may be denied access to the Library and its grounds for a period longer than thirty (30) days. A person whose library privileges have been denied may appeal the decision to the Board by requesting a hearing. Any such request must be submitted in writing. A hearing will be scheduled at the discretion of the Board.

Staff are authorized to use necessary and reasonable measures to enforce these policies. In this regard, such personnel have the right to:

1. Limit the number of persons who may sit together at a table or carrel, computer station, or in an arrangement of lounge seating.
2. Separate members of a group from one another.
3. Inspect the contents of bags, purses, briefcases, backpacks, and other containers for Library material and equipment.
4. Impose time limits on the use of Library resources, materials, equipment, and space to allow equitable use of the Library.
5. Seek the help of the Lincolnwood Police Department when patron behavior is dangerous, threatening, harassing, or abusive. The Police will be called if anyone fails to leave the Library promptly when asked to do so.

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IV. Library Parking Lot

The Library parking lot is solely for the use of those who are either visiting or working at the Library. Use of the lot for any other purpose, without the express permission of the Board, is prohibited.

To ensure the safety of and ease of access for all Library users, parking or waiting in parking lot traffic lanes is strictly prohibited. Any area of the lot that is not a marked parking spot is defined as a traffic lane.