



## **Forest Park Public Library**

### **Code of Conduct**

The Library is committed to welcoming everyone and the Board of Library Trustees has established the following guidelines to ensure:

- Everyone may access the Library's information, services, and opportunities
- Library visitors and staff experience safe and comfortable spaces
- Library resources and the taxpayers' investment in them are protected from damage

All visitors agree to the following guidelines when they visit the Forest Park Public Library:

#### **1. Respect Fellow Patrons and Staff**

All visitors who utilize Library space and services must respect the right of other patrons to enjoy the Library free from disturbances that would not reasonably be expected in a public place. Patrons will additionally respect the right of Library staff to do their work in a safe and respectful environment.

Conduct not permitted includes but is not limited to:

- Harassing, threatening, or disturbing others, verbally or physically
- Interfering with the use of access to the Library by other patrons
- Interfering with staff carrying out reasonable work activities
- Failing to comply with the direction and requests of staff related to appropriate use of the Library and compliance with board approved policies
- Creating disturbances to other patrons and staff through unreasonable noise or inappropriate use of space or services

#### **2. Respect Library Spaces and Property**

Patrons are expected to honor the community's continued investment in the Library by practicing care toward Library spaces and property.

Conduct not permitted includes but is not limited to:

- Improper use of Library facilities, spaces, and materials
- Intentionally damaging, abusing, or stealing Library property or the property of others
- Negligence while consuming food or drink in the Library, or consuming food or drink in non-designated spaces, consuming food or drink that is excessively odorous or messy

- Leaving personal property unattended or personal property that blocks access to Library spaces and resources. Library staff is not responsible for monitoring or locating personal property
- Soliciting or distributing materials on Library property without express permission by Library Administration
- Bringing animals into the Library except those in compliance with the Americans with Disabilities Act, or in connection with a library program

### **3. Respect the Health and Safety of Others**

Patrons must respect the right of others to experience a safe and healthy environment while on Library property, and accept the responsibility of doing their part to maintain that environment.

Conduct not permitted includes but is not limited to:

- Engaging in any illegal activity
- Smoking of tobacco or cannabis or use of e-cigarette devices in the Library or within 15 feet of any entrances/exits, windows that are open or ventilation intakes
- Being under the influence of a controlled substance as defined in the Illinois Criminal Code and behaving in a manner that causes a disturbance to others
- Consuming alcohol in the library
- Exhibiting strong odors
- Sleep that is noisy, blocks others' use of Library materials or spaces (staff may intervene if a person's health seems at risk)
- Possessing dangerous weapons of any type, unless in the performance of official duties
- Failure to monitor and care for children in one's charge in accordance with the guidelines of the Library's Service to Youth and Caregivers policy
- Any activity which may be reasonably expected to result in injury to self or others

Any conduct that violates these guidelines may result in the suspension of the patron from the use of Library services for a period of time ranging from the remainder of the business day to a year or more, depending on level of severity or repetition of violation. All Library staff are authorized to ask patrons whose behavior or choices violate the Library's Code of Conduct to leave the Library, and likewise, all Library staff are authorized to call 9-1-1 when a patron's behavior exceeds the Staff's ability to manage without external assistance.

The Forest Park Public Library values inclusion and access above all else, and thanks Library visitors for doing their part to keep our Library a safe and welcoming space for everyone who enters.