

POLICY NAME:	Patron Conduct
NUMBER:	
ADOPTED BY:	LaSalle Public Library Board of Trustees
DATE:	August 26, 1998
REVISED:	January 24, 2001, June 27, 2001, October 27, 2004, December 1, 2004, October 26, 2005, March 25, 2015

POLICY:

The LaSalle Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation for patrons, the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment.

The LaSalle Public Library Board of Trustees establishes its patron conduct policy as follows:

- Library personnel are not responsible for the care and safety of patrons who use the library.
- Library personnel may NOT transport any patron to their home or to any other location (while the staff member is working scheduled shift).
- Whenever a staff member feels that a patron's behavior threatens the safety of him- or herself, or other person or property, the staff member in-charge is authorized to call 911 immediately.
- Consumption of food or beverages within the public service areas of the library or near any computer equipment is prohibited.
- Smoking or using any smokeless tobacco is prohibited in the Library building or on the Library grounds.
- Patrons shall not interfere with other patron's use of the Library or interfere with Library employees' performance of their duties. Any disturbance or behavior, which interferes with normal use of the Library, is prohibited. Such inappropriate behavior includes activities that are distracting or disruptive to others (i.e. loud, boisterous, or aggressive behavior, running, foul or abusive language, etc.).
- Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons or staff may be required to leave the building.
- Sleeping in the Library is not permissible.
- The use of alcohol or illegal drugs is not permissible in the building or on the Library grounds.
- Bathing suits are prohibited. Shoes and shirts are required while on Library property.
- Removal or attempted removal of library materials or property without checking them out or without authorization is prohibited. Theft or attempted theft of library materials may be cause for prosecution.
- Patrons are expected to respect the Library and its property. Mutilation of library materials by marking, underlining, removing pages or portions of pages, or in any other way damaging or defacing library materials is prohibited. Patrons shall not deface, mar, or in any way destroy or damage Library furnishings, walls, machines or other Library property.
- Personal audio systems with headphones may be used at a level, which is not audible to others. Sports or large audio equipment (i.e. boom boxes, skateboards, roller blades, etc.) shall not be brought into the Library.
- Loitering or congregating on Library property for any purpose, other than use of Library resources, is prohibited except for authorized meetings or gatherings approved at the discretion of Library staff.
- Soliciting in the Library building or on its grounds is prohibited.
- Accessing unauthorized areas of the library is prohibited as well as remaining in the Library after closing or when requested to leave during an emergency situation.
- Deliberately concealing or misfiling library materials in the Library for the exclusive use of an individual or group is prohibited.
- Animals, with the exception of service dogs, are not permitted inside the Library. Animals shall be attended at all times while on Library grounds.

- Any violation of State or Federal Statutes or City Ordinances is prohibited.
- Patrons are expected to pay the Library the value of lost or damaged materials.
- The Library assumes no responsibility for lost or stolen property.
- Use of all electronic devices in the library should be kept to a minimum. If patrons must be on-call, they should choose a non-sounding setting device. If it is necessary to use electronic devices while in the library, patrons are asked to respect other by moving to the lower level entryway outside of the youth service department and by keeping conversations at low levels. Upon complaint from other patrons or staff, or refusal to follow the request of library staff to cease conversations or move to the lower level entryway, patrons may be asked to leave the library building. Continued disregard of this policy could be construed as disruptive behavior and be subject to the provisions of the Breaches of Policy Section of this policy.

Safety and Well-Being of Children

For the safety and well-being of children, it is recommended that parents do not leave children unattended in the Library. Unattended means that a parent or adult guardian is not in the building with the child. Children age six and under must be within visual and physical contact of a parent or adult guardian at all times while using the library. Library staff cannot be responsible for children left unattended in the building. It is the responsibility of parents to provide supervision for their children while in the Library or on its grounds.

Parents are expected to be aware of the Library's hours of operation and to pick up children prior to closing. Staff members will remind children of closing time and allow them to call for transportation or to locate family members using the Library telephone. In the event a child is left after the Library has closed, the LaSalle Police may be contacted to provide supervision for the child.

Breaches of Policy

- A patron who engages in any activity prohibited above shall cease such activity immediately upon request by library personnel.
- In such instances, identification will be requested. In instances involving minors, the incident may be reported to the parent or guardian.
- 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 balance of that calendar day. If he or she fails to leave, the police will be summoned.
- Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the Library for that purpose. If the patron is required to leave the Library a second time within thirty days, the Director shall bar the patron from use of library premises for a period of thirty 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.
- Patrons wishing to appeal such action may do so upon written request to the Board of Trustees.
- In the event a patron barred from the use of the Library attempts entry to the Library during any such period of exclusion, the police will be summoned and informed of the prior action.
- In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term restriction of that patron.

These rules may be supplemented, altered, added to or changed by the LaSalle Public Library Board of Trustees at its discretion.