



LIBRARY USE POLICY

Policy #320 – Revised & Approved 06/19/24

The Warrenville Public Library District supports the rights of individuals to access information and use the Library without discrimination, intimidation, threat of harm or invasion of privacy. The Library is dedicated to providing friendly, courteous and respectful service.

In order to maintain a safe, clean and comfortable environment, individuals are expected to abide by the following conduct guidelines.

I. Protecting Library Property

The Library is responsible for maintaining and protecting its collections, equipment and property for present and future use. Intentional damage, destruction or theft of materials, equipment or property belonging to the Library or any individual at the Library is prohibited.

II. Ensuring a Safe and Secure Environment

The Library is responsible for providing a safe and secure environment for all library staff and visitors.

A. Prohibited Activities

Activities that constitute a violation of Federal, State or Local law or ordinance are prohibited. Examples of prohibited activities include but are not limited to:

- Occupying areas of the Library that are not age appropriate
- Entering areas of the Library designated as “staff only” without permission
- Prolonged or chronic sleeping
- Excessive displays of public affection
- Sexual, physical or other harassment
- Unless authorized for a Library program, bringing weapons onto Library premises
- Possessing, selling, consuming or being under the influence of alcohol or drugs
- Engaging in any behavior that a reasonable person would find disruptive, harassing or threatening in nature including peeping, stalking, indecent exposure, prolonged staring at or following another individual
- Photographing or focused electronic recording of another individual without their permission
- Engaging unwilling individuals in ongoing discussion
- Soliciting, panhandling or gambling
- Trespassing when banned from the Library
- Obstructing or impeding passageways in any manner
- Leaving personal property unattended for an extended length of time
- Failing to comply with reasonable staff requests or to cooperate with staff during an emergency

- Failing to leave the Library during emergencies and/or at closing time
- Engaging in any behavior which interferes with library employees' performance of duties

B. Supervision

Children age 7 and younger or those who are unable to care for themselves must be within sight and under the direct supervision of an adult or caregiver age 14 and older.

To provide an appropriate and safe atmosphere for children, adults not accompanied by children are to use the Youth Services area of the Library only for the purposes of retrieving materials, speaking with Library staff or in specific circumstances as directed by staff.

The Youth Services restroom is intended for children and their adult caregivers, except in special circumstances.

C. Animals in the Library

For the health and safety of all library staff and visitors, bringing animals inside the Library is prohibited, with the exception of service animals and those allowed during Library-sponsored programs.

As stated by law:

- Service animals are animals trained to work or perform specific tasks for individuals with disabilities
- Only dogs and miniature horses qualify as service animals
- Emotional support animals are not considered service animals

Individuals and their animals will be asked to leave the premises if they bring non-service animals into the library or if their service animal acts disruptively, aggressively or is not housebroken.

Animals are allowed at library events that take place outside, as long as the animal is leashed, well-behaved and supervised by an adult.

III. Providing a Comfortable and Welcoming Environment

The Library is responsible for providing a comfortable and welcoming environment for all library staff and visitors. Individuals should be respectful of each other and behave in a manner that does not disrupt others or interfere with normal library operations. Examples of disruptive behaviors include but are not limited to:

- Using profane, obscene or abusive language
- Making noise
 - Speaking or yelling at a volume that disturbs others
 - Loud cellular phone use that is disruptive to others
 - Using audible devices without headphones or using headphones at a volume that disturbs others
 - Creating unreasonable noise by any other means
- Engaging in boisterous activity
- Running, pushing, fighting or shoving
- Operating roller skates, cycles, skateboards, scooters or similar items inside the Library
- Viewing, in plain sight, materials which are inappropriate for the surroundings and any potential passersby

- Violating the Library's rules for acceptable use of the Library's public access computers and wireless Internet (See Policy No. 250 Public Access Computers)

IV. Maintaining a Healthy and Clean Environment

The Warrenville Public Library District is committed to providing and maintaining a safe, healthy and clean environment for all library staff and visitors.

A. Food & Beverage

Considerate consumption of covered beverages is permitted in all areas of the Library.

Consumption of food is permitted but limited to the Library's Café space, lower-level lobby or in areas where food is provided as part of a library program or event.

Examples of prohibited behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Consuming food or beverages in a manner that creates an unclean, messy or smelly environment, attracts insects or vermin, disrupts library staff and visitors, or is harmful to Library resources
- Using cigarettes, e-cigarettes, marijuana, chewing tobacco or other tobacco inside the Library or within 15 feet of any entrance, exit, window or ventilation intake

B. Clothing & Personal Hygiene

Attire should be appropriate for a public facility.

Examples of prohibited behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Going barefoot, shirtless or bottomless
- Wearing wet or muddy clothing
- Personal hygiene that poses a health risk or disrupts library staff and visitors
- Using restrooms for bathing or washing clothes

C. Public Health Emergencies

In the event that a public health emergency arises, the Library District's Board of Trustees authorizes the Executive Director or their designee to implement any necessary protocols to mitigate the risks associated with the emergency.

The Executive Director is expected to rely on guidance from the Centers for Disease Control and Prevention, the Illinois Department of Public Health and the DuPage County Health Department. The Executive Director may also confer with other local entities and organizations to determine when and what protocols should be implemented or lifted.

Health measures may include recommending or requiring face coverings (masks), social distancing, hand hygiene, cleaning and any other protocols intended to mitigate the circumstances of the public health emergency, up to and including reduced hours or temporary closure.

Protocols for staff will be communicated via email. Protocols for library visitors will be posted at each public entrance and through regular library communications channels.

Reasonable accommodations such as curbside service and online resources are available to library visitors who are unable or decline to comply with any protocols put in place.

Any library visitor who refuses to comply with the posted protocols will be asked to leave the library.

V. Enforcement of the Library Use Policy

Enforcement of this policy will be conducted in a fair and reasonable manner. Library staff and/or the Warrenton Police Department will intervene to stop prohibited activities and behaviors. Library visitors who fail to observe this policy may be asked to leave the property, be banned from the Library for a period of time, subject to arrest or subject to other legal action.