

# Library Behavior Policy

In order to allow all patrons of the Highland Park Public Library to use its facilities to the fullest extent, the Library Board of Trustees has adopted the following rules. The term "patrons" refers to all visitors to the Library. According to Illinois Statutes, the Board of Trustees may exclude from the use of the Library any person who willfully violates the rules prescribed by the Board (75 ILCS 5/4-7.11).

1. Patrons must respect the rights of other patrons and staff and shall not engage in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature, including stalking, prolonged staring at or following another person, running, pushing, throwing objects, verbal or physical intimidation, offensive touching, inappropriate sexual conduct, disruptive or loud conversations, and using personal electronic equipment at such a volume as to disturb other patrons or staff on Library property. Persons engaging in threatening behavior or acts of violence will be evicted immediately from Library property.
2. Patrons may not interfere with the use of the Library by other patrons, or interfere with Library employees' performance of their duties, including interfering or interrupting conversations between patrons and staff or interfering with the safe and free passage of patrons or staff by blocking aisles, doorways, or access to collections.
3. Patrons may not deface or mar books, magazines, newspapers, recordings, software, hardware or other items of the Library collection nor shall they deface, mar or in any way destroy, damage or misuse Library furnishings, walls, machines, or other property. Patrons may not remove Library property from the building without authorization. Patrons may not litter. Computer usage is also subject to the Internet Policy rules.
4. Patrons may not commit or attempt to commit any activity that would constitute a crime or a violation of City ordinances while on Library property.
5. Patrons may not smoke on Library property. This policy applies to e-cigarettes and vaping devices, which for purposes of this policy are considered to be the same as "traditional" cigarettes.
6. Patrons may not consume beverages from open containers without lids or tops in the Library and may not consume food in the Library except in designated areas.
7. As a courtesy to other patrons, cell phone users are asked to silence ringers and speak quietly while in the Library. Patrons may not use cell phones in the Alyce and Leonard Brenner Room.
8. Patrons must wear shirts and shoes, or other footwear, at all times in the Library.
9. Patrons whose personal hygiene is offensive constitute a nuisance to other patrons, and may be required to leave the Library.
10. Patrons may not engage in any indecent or obscene conduct or make any indecent exposure of their person.
11. Patrons may not use, sell, manufacture, possess, or distribute alcohol, cannabis, cannabis or THC-infused products, drugs, or non-prescribed controlled substances on Library property.
12. Patrons may not use roller skates, roller blades, skateboards on Library property.
13. Patrons may not leave animals unattended on Library property or bring animals into the Library building, other than service animals aiding the disabled.
14. Patrons may not leave children under the age of 8 unattended on Library property.
15. Patrons may not trespass by entering or remaining on Library property after having been notified by authorized staff not to do so. Patrons may not enter non-public areas of the building without permission.
16. Patrons seeking to photograph, film, record, or use television equipment on Library property must comply with the Library's Photo and Video Policy.
17. No one may campaign, petition, interview, survey, or distribute materials within the Library building. Said activities on outdoor Library property must be conducted at a reasonable distance from Library entrances and not disrupt Library operations, impede patrons from entering or leaving the Library, or create unsafe traffic patterns on the Library's sidewalks or parking lots.
18. No one may solicit, conduct sales, or post materials on Library property without the prior authorization of the Director or Director's designee.

Any patron who violates the Library rules and regulations may be required to leave the Library premises. Library employees may contact the Highland Park Police if deemed advisable.

Any patron who violates the Library rules and regulations may be denied the privilege of access to the Library by the Library Director. Any patron whose privileges have been denied may have the decision reviewed by the Board of Trustees upon prior written request.