I. PURPOSE

The Library strives to provide a secure and comfortable environment for all Library users and employees.

II. SCOPE

This policy applies to all visitors to any of the Naperville Public Library facilities and their surrounding properties.

III. PROVISIONS

A. Illinois law (75 ILCS 5/1-0.1 et seq) confers on the Board of Library Trustees the authority to: 1) adopt rules and regulations for use of the Library building and grounds; 2) suspend or revoke library privileges; 3) prohibit entry onto library property.

B. In the case of minor disruptions, the violating person will receive one warning. At the second offense, the person must leave the building for the rest of the day. If the person refuses to leave the premises, the police may be called. Examples of minor disruptions include, but are not limited to:

1. Talking, using cell phones, or playing personal audio devices loud enough to disturb others.
2. Relocating or inappropriately using Library property including furniture, computers, and accessories.
3. Having uncovered beverages in the Library buildings.
4. Eating in the Library buildings, except in the lobbies and designated vending areas.
5. Being in the Library buildings without shirts and/or shoes.
6. Prolonged or chronic sleeping on Library premises.
7. Using wheeled devices (including bicycles, skateboards, roller skates, or shoes) in or on Library property for recreational rather than transportational purposes.
8. Smoking within thirty feet of entrances and exits.
9. Bringing animals other than service/therapy animals into the Library buildings or leaving animals unattended on Library property.
10. Impeding access to any area of the Library, including entrances and exits, as well as parking in reserved parking spots, fire lanes, or other No Parking areas.
11. Campaigning, petitioning, proselytizing or soliciting for any cause inside the Library buildings.
12. Entering non-public areas unless accompanied by a Library staff member or through prior arrangement with Library management.

Approved: 11/08/88; Approved: 05/18/94; Approved: 12/16/92. Approved: 07/12/02; Approved: 02/05/03; Approved: 09/15/04; Approved: 09/20/06; Approved: 01/17/07; Approved: 9/17/08; Approved: 1/19/11; Approved: 2/20/13.
SUBJECT: GENERAL RULES OF CONDUCT

13. Leaving children under the age of eight unattended or without adult supervision. (See Policy No. 311)
15. Leaving personal belongings unattended on Library property. (The Library is not responsible for belongings that are left unattended and these items may be removed or relocated at the discretion of Library staff.)

C. In case of major disturbances, the offender may be ordered to leave the building immediately. Police may be called to assist Library staff with major offenses. Examples of major disturbances include, but are not limited to:

1. Fighting (pretend or real).
2. Theft.
3. Vandalism.
4. Harassing or threatening Library users and/or employees.
5. Destruction or misuse of any Library property or structure.
6. Being under the influence or in possession of alcohol or any illegal substance.
7. Possession of firearms, weapons, look-alike weapons or other harmful substances.
8. Disorderly conduct, including use of profanity.
10. Refusing to vacate the building at closing, during emergency drills or emergency evacuations.
11. Illegal activities on the Internet; viewing obscene material or viewing sexually explicit material resulting in complaints from other patrons or staff; or any activities intended to disrupt network services or equipment. (See Policy 255.)
12. Leaving children under age 14 unattended for longer than 15 minutes after closing.
13. Refusing to comply with directions/instructions given by Library staff.
14. Any other unlawful conduct.

D. In cases not specified above, the person in charge will decide appropriate actions to be taken to ensure that the Library environment is secure and comfortable for all Library users and employees.

E. Repeated violations of other Library policies may result in the offender being asked to leave the premises or being banned from the Library by the Library Manager.
IV. ADMINISTRATION

Enforcement of these rules will be conducted in a fair and reasonable manner. Offenders will be asked to cease the prohibited behavior. Offenders may be asked to produce identification, including their library card, may be photographed, and may be asked to leave the premises by the monitor or the person in charge of the building, or may be banned from the Library by the Library Manager in accordance with the severity of the offense.

A. Generally, with the exception of unlawful conduct or major disturbances, one warning will be given followed by a request to leave the premises.
B. Subsequent offenses, unlawful conduct, or major disturbances may result in revocation of Library privileges for a period of one month to one year or longer, depending on the severity of the offense.
C. Offenders refusing to provide identification or giving false information may be asked to leave the premises or may be banned from the Library by the Library Manager.
D. A person responsible for any disturbance resulting in damage to or destruction of Library property will have his/her Library privileges revoked immediately by the Library Manager. The offender’s Library privileges will continue to be revoked until such time as restitution is made for the full cost of the damage or destruction.
E. Library materials shall be properly checked out before removal from the premises. Library users may be asked to provide proof of checkout and/or open briefcases, bags, purses, packs, empty pockets, etc. for inspection upon exiting the building.
F. If Library privileges are revoked by the Library Manager, the Executive Director or designee shall inform the Board of Library Trustees of the matter before the next regular meeting of the Board.
G. Anyone whose Library privileges have been revoked by a Library Manager may appeal the decision in writing to the Executive Director. The decision of the Executive Director will be final.
H. Violators may request a copy of the policy at the time a warning is issued and will be advised of the next course of action to be taken by the Library if the unacceptable behavior continues.