

SUBJECT: GENERAL RULES OF CONDUCT**I. PURPOSE**

The General Rules of Conduct are designed to protect the rights of individuals who are in the library or use library materials or services, to protect the rights of employees to conduct library business without interference, and to preserve and protect library materials, property, and facilities.

II. SCOPE

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

III. PROVISIONS

- A. In order to provide a secure and comfortable environment for all library customers and employees, the Library reserves the right to respond to any and all conduct that disturbs library customers or employees, or that hinders others from using the library or library materials.
- B. Examples of conduct and actions that are not permitted anywhere on Library property include, but are not limited to:
 - 1. Damage to, or destruction or theft of library materials or property
 - 2. Being under the influence or in possession of alcohol or any illegal substance
 - 3. Smoking, vaping or use of tobacco products inside the Library or within 30 feet of entrances, exits, air intakes, or designated outdoor seating areas
 - 4. Possession of weapons or look-alike weapons
 - 5. Bathing, shaving, or washing clothing in public restrooms or other areas
 - 6. Prolonged or habitual sleeping
 - 7. Soliciting of any type inside the Library
 - 8. Pets or animals, other than authorized service animals
 - 9. Disorderly, disruptive or unruly conduct
 - 10. Any other unlawful conduct, or any other conduct prohibited by Library policy (including Policy 255, Public Access Computers, and Policy 311, Unattended Children)
- C. Covered beverages are allowed in Library buildings; however, eating is limited to designated lobby and vending areas.
- D. Customers are expected to wear appropriate clothing and footwear at all times.
- E. Customers who disrupt others' use of the library due to offensive odor will be asked to leave, and will be welcomed back once the odor has been addressed.
- F. Campaigning and petitioning are permitted outside Library buildings and on public sidewalks, as long as other customers are able to enter and exit the Library without interference. When the Library is a polling place, no Election Day political campaigning or electioneering is permitted.

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- G. Library materials must be properly checked out before removal from the premises. Customers may be asked to provide proof of checkout. A staff member may ask to inspect a customer's personal belongings before he or she leaves the premises.

IV. ADMINISTRATION

- A. Enforcement of the General Rules of Conduct will be conducted fairly and reasonably.
1. A person whose behavior violates any of these rules will be informed of the rules and asked to cease the behavior. A copy of the General Rules of Conduct will be available on request at any time.
 2. Generally, except in cases of unlawful conduct or conduct which is immediately threatening to the safety of customers or employees, a staff member will give a person whose behavior violates any of these rules one warning, and will advise him or her of the course of action to be taken by the Library should the behavior continue.
 3. If the behavior continues, a staff member may require the person to leave the premises.
 4. Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of customers or employees may result in the person having his or her library privileges limited or suspended for a period of one month to one year or longer, depending on the severity of the offense.
- B. A person whose behavior violates any of these rules may be asked to provide identification, including their library card. Refusing to provide identification or giving false information may result in being required to leave the premises or in having his or her library privileges limited or suspended.
- C. A person responsible for damage to, or destruction or theft of Library property will have his or her library privileges suspended immediately. Privileges are not eligible to be reinstated until the person has compensated the Library for the full cost of damage, destruction or theft.
- D. A person who feels his or her library privileges have been wrongly limited or suspended may appeal the decision in writing to the Executive Director. The decision of the Executive Director will be final.