

SECTION IX – LIBRARY CONDUCT POLICY

To insure that all patrons have a positive experience in the Manteno Public Library, appropriate behavior is expected. Problem behavior is any behavior which either consciously or unconsciously violates or restricts the rights of others to use the library comfortably. Disruptive behaviors include, but are not limited to the following items:

1. **Loud talking or boisterous behavior (running, excessive seat changing, etc).
2. Engage in disruptive or unsafe behavior, including interfering with the use of operations of the library by users or staff.
3. Harass library users or staff including intimidating, annoying, following or staring.
4. Inappropriate cell phone use. (Cell phone use is limited to the entry way).
5. Refusal to abide by library regulations regarding the return of materials and payment of fines.
6. Offensive language or inappropriate comments to staff or other patrons.
7. Carrying or displaying simulated or real weapons on library property except for authorized law enforcement officials.
8. The Library reserves the right to remove an unattended package from the location where it is found and to inspect such package.
9. Leave a vulnerable adult or child unattended.
10. Take photographs or videos of library users without their permission.
11. Food or drink may not be consumed in the library (except designated areas).
12. Use of tobacco products in the library and/or within 15 feet of a library entrance and/or exit. (E-cigarettes, smokeless tobacco, cannabis products, vapors and herbal products).
13. Use of alcohol or illegal drugs.
14. Destruction or mutilation of library property.
15. Bringing pets or animals other than service animals necessary for disabilities or for programs the library hosts.
16. Use of hover boards, roller skates, roller blades or skate boards on library property including the Library building, walkways, entryways, parking or landscaped areas.
17. Parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
18. Conduct which is disruptive to the operation of the library or threatening to patrons, staff, or library property.
19. Block aisles, shelves, entrances or leave items unattended at any time.
20. Remove library materials from the building without checking them out.
21. Patrons must wear footwear and proper clothing providing appropriate body coverage.
22. Enter the library with hygiene conditions or unsanitary belongings that interfere with the use of the library by other patrons or staff.
23. Soliciting, sleeping, loitering, or misuse of library furniture (such as feet on furniture).
24. Use the building's restrooms as laundry facilities, bathing facilities, or gathering places.

** The Library reserves the right to host programs that use the entire library that may create noise, e.g. treasure hunts. Notification of such programs will be posted prior to event. For schedule of regular programs please see our calendar.

The library assumes that all patrons are using the library's materials and resources for legal purposes. We assume no responsibility for those users who may use library materials or resources for illegal purposes. Illegal behavior or activities will be reported to law enforcement authorities.

It is the responsibility of every staff member to ensure that the library is a pleasant environment for all patrons. If a patron is creating a disturbance or breaking one of the above mentioned rules, library staff has the authority and/or right to tell that patron to leave the library premises.

Amended 08-19-14 Amended 11-21-17 Amended 9-20-22
Amended 9-15-15 Amended 11-20-18
Amended 11-17-15 Amended 11-19-19

The library director and board have the authority to ban repeat offenders for an extended period of time from library premises. We will bar the patron for two months after the first offense. After the second offense the patron will be barred for six months. If a third offense occurs the patron will be barred for one year. If that patron refuses to comply and continues to cause problems, the police will be contacted to eject that patron from the library premises. Anytime the police are contacted by staff, the patron will be barred for one year.

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