

WEST CHICAGO PUBLIC LIBRARY DISTRICT

DRUG AND ALCOHOL FREE LIBRARY POLICY

The West Chicago Public Library District has long recognized that the non-medical use of controlled substances is hazardous to the health of employees of the Library. Additionally, the use of alcohol by patrons or employees is recognized as both hazardous and often illegal, and the irresponsible use of alcohol is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, alcoholic beverages, drug paraphernalia, marijuana and its derivatives, or as defined by Illinois and Federal statute, at any time, is not permitted at any library location.

“Library location” means in any library building, on any library premises, in any library-owned vehicle or at any library sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.

Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library’s employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

The Library shall obtain and make available materials from local, system, state, and national anti-drug and alcohol abuse organizations and, where appropriate, enlist the aid of community and state organizations with drug and alcohol information and rehabilitation programs to provide information to the Library patrons and employees.

In order to make patrons and employees aware of the dangers of drug and alcohol abuse, Notice of the Standard of Conduct imposed by this policy and the sanctions imposed for violation of this policy shall be distributed to all employees and prominently posted at the Library for patrons and employees to see. In the event a violation of this policy involves a minor the minor’s parents shall be contacted. Employees shall receive copies of the Notice attached as an appendix to this policy.

The Library shall conduct a biennial review and evaluation of the measures taken by this policy to determine its effectiveness and to implement changes to the program where needed. The biennial review and evaluation shall determine whether or not the sanctions required by this policy are consistently in force.

State Law: 30 ILCS 580/1, Federal Law: 42 USC 12114

Revision Approved by Board of Library Trustees: August 24, 2009

Revision Approved by Board of Library Trustees: February 27, 2012

Approved by Board of Library Trustees: April 28, 2014

Revision Approved by Board of Library Trustees: June 27, 2016

WEST CHICAGO PUBLIC LIBRARY DISTRICT

NOTICE OF LIBRARY DRUG AND ALCOHOL POLICY

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Approved by Board of Library Trustees: February 28, 2005

Approved by Board of Library Trustees: November 26, 2007

Revision Approved by Board of Library Trustees: August 24, 2009

Revision Approved by Board of Library Trustees: February 27, 2012

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