

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 and patrons of the Library. Additionally, the use of alcohol by employees or patrons is recognized as both hazardous and often illegal, and the irresponsible use of alcohol is detrimental to the library environment. As such, the use, sale, manufacture, distribution, possession or consumption of alcohol, cannabis, cannabis or THC-infused products, illegal drugs or other controlled substances¹ without a prescription (“Illicit Substances”) is prohibited on any Library property including, but not limited to:

- any Library-owned facility or grounds;
- property rented by the Library or used to run Library programs;
- Library rented, leased or owned vehicles; or
- while conducting Library business.

Employees

Employees may not report to work under the influence of Illicit Substances.

This Policy does not prohibit employees from the lawful use (in accordance with both federal and state law) and possession of prescription and over-the-counter medications, when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that neither an employee nor his/ her work performance is impaired.

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.

Patrons

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.

¹ For purposes of this policy, the term “controlled substances” means any and all controlled substances as defined by Illinois and Federal law.

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

Reviewed by Board of Library Trustees: November 11, 2021

Approved by Board of Library Trustees: February 28, 2005; November 26, 2007; August 24, 2009; February 27, 2012; April 28, 2014; June 27, 2016; June 25, 2018; January 27, 2020; November 22, 2021

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NOTICE OF LIBRARY DRUG AND ALCOHOL POLICY

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