

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### LIBRARY CONDUCT

In order to render the use of the library to the greatest benefit for the greatest number of residents and taxpayers, Illinois law confers on the Board of Library Trustees the authority to:

- adopt reasonable rules and regulations (75 ILCS 5/1-3),
- impose penalties, taxes, fees or fines (75ILCS 16/1-5),
- exclude certain persons from the library (75ILCS 16/30-55.55).

The Library strives to provide an environment that is secure and comfortable, where Library patrons can use library materials, amenities, and services without being disturbed or impeded by other Library users. In using the facilities, materials and other property of the West Chicago Public Library District, it shall be unlawful to engage in behavior which creates disturbances or disruptions within the library.

#### Procedures

In the case of disturbances, the violating person will receive one warning. At the second offense, the patron must leave the building for the rest of the day. Depending upon the severity of the disturbance, the offender may be ordered to leave the building immediately, without receiving a warning. Library staff members may call the West Chicago Police Department (WCPD) to help enforce the Library's rules of conduct or to learn the identity of violators of these rules. In cases not specified below, the person in charge (PIC) will decide appropriate actions to be taken to ensure that the library environment is secure and comfortable for all patrons and employees.

**PENALTY:** Any person violating the provisions of this Ordinance may be fined not to exceed \$100.00 and/or be barred from the Library and the use of its facilities for a specified period of time.

When a disturbance occurs on the library premises, the PIC and one other staff member shall respond for safety and precautionary reasons.

Examples of disturbances include but are not limited to:

1. 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. Using wheeled devices (including bicycles, skateboards, roller skates, or shoes) in or on Library property for recreational rather than transportation purposes. Bringing animals other than service animals into the Library or leaving animals unattended on Library property. Smoking within fifteen feet of entrances and exits. Disturbing vegetation or landscaping and climbing trees is prohibited.

2. Being in the Library without shirts and/or shoes. Carrying uncovered beverages in the Library building. Eating in the Library except in designated areas. Prolonged or chronic sleeping on Library premises. Misusing restrooms.
3. Conversations in tones louder than the general noise level. Audible cell phone alerts or cell phone usage in quiet study areas or that disturbs other library patrons. Audio or electronic equipment volume that disturbs others.
4. Leaving personal belongings unattended on Library property. Being present in Library offices, lounges and other non-public areas unless accompanied by a Library staff member or through prior arrangement with Library management.
5. Attempting to sell goods or services to the public on the premises or grounds of the West Chicago Public Library District other than those approved in advance by the Library Director or his/her representative and sold for the benefit of the Library or the Library Foundation.
6. Soliciting donations or otherwise raising funds, political canvassing, religious proselytizing, or otherwise disturbing patrons for purposes of eliciting or influencing their opinions and associations, or promoting any causes other than those directly related and beneficial to The Library.
7. Leaving children under the age of nine unattended or without responsible supervision of an individual aged 12 or older. It is not permissible to use the library facility as a substitute for a childcare facility or babysitter.
8. Fighting (real or mock), theft, vandalism, disorderly conduct, use of profanity, harassing, intimidating, or threatening patrons and/or employees, public indecency, destruction or misuse of any library property.
9. Being under the influence or in possession of any illicit or harmful substance, including but not limited to alcohol, cannabis, cannabis or THC-infused products, illegal drugs or other controlled substances<sup>1</sup> without a prescription.
10. Entering the library with bodily hygiene and/or body odor so offensive as to constitute a nuisance (offending individuals may return to the library once the offensive condition has been remedied).
11. Entering the library with a pervasive odor (e.g. perfume, cologne, etc.) which interferes with other patrons' ability to use the library (offending individuals may return to the library once the offensive condition has been remedied).
12. Possession of firearms, weapons, or look-alike weapons.
13. Sharing library cards or library card barcode numbers to access the Internet or any misuse of library cards; performing illegal activities on the Internet; viewing obscene material or viewing sexually explicit material or any activities intended to disrupt network services or equipment.
14. Refusing to comply with directions/instructions given by Library staff, refusing to vacate the building at closing, during emergency drills or emergency evacuations.

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<sup>1</sup> For purposes of this policy, the term "controlled substances" means any and all controlled substances as defined by Illinois and Federal law.

Reviewed by Board of Library Trustees: 1/26/2026

Approved by Board of Library Trustees: 11/29/1993; 7/26/2004; 7/23/2007; 7/25/2011;  
10/27/2014; 8/22/2016; 10/28/2019; 1/27/2020; 2/27/2023; 1/26/2026