

WEST CHICAGO PUBLIC LIBRARY DISTRICT

LIBRARY CONDUCT

Policy

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 or otherwise interferes with the quiet and safe use and enjoyment of the library by others and/or staff performance of their duties. All patrons must engage in appropriate conduct and behavior at all times on library grounds or when participating in library programs. Patrons engaging in inappropriate conduct may have their library privileges suspended. Inappropriate conduct includes any individual or group activity which is disruptive to other persons' lawful and appropriate use of library facilities, materials, or premises consistent with traditional library activities including reading, studying, proper use of library materials, quiet contemplation and similar conduct.

Procedure

In the case of disturbances, the violating person will receive one warning. At the second offense, the person must leave the building for the rest of the day. Depending upon the severity of the disturbance, the offender(s) may be ordered to leave the building immediately, without receiving a warning. Library staff 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 policy may be fined not to exceed \$100 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.
2. The use of transportation devices other than wheelchairs and strollers, including but not limited to bicycles, scooters, skateboards, and hoverboards. Skateboards and hoverboards may be carried into the Library, but not used within the Library.
3. Bringing animals, other than service animals, into the Library or leaving animals unattended on library property.
4. Smoking within fifteen feet of entrances and exits.
5. Disturbing vegetation or landscaping; climbing trees is prohibited.
6. Wearing inappropriate attire such as swimsuits, revealing clothing or clothing with obscene words, messages, or images; tops, bottoms, and shoes are required at all times.
7. Drinking from beverage containers without lids and/or consuming food in undesignated areas or that creates a nuisance for example, disruptive noise or strong odor. Designated areas for consuming food include the lobby.
8. Sleeping on library premises.
9. Bathing, washing clothing or personal items, or using the restrooms for anything other than their intended purpose.
10. Prolonged conversations in tones louder than the general noise level or shouting.
11. Audible cell phone alerts or cell phone usage in quiet study areas or that disturbs other library patrons. Audio or electronic device volume that disturbs others.
12. Leaving personal belongings unattended on library property.
13. Being present in staff only areas including library offices, lounges and other non-public areas unless accompanied by a library staff member or through prior arrangement with Library management.
14. 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.
15. 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. Distributing leaflets and/or petitioning inside the library. Individuals distributing leaflets and/or petitioning on library property outside the library building may not impede entry or exit to or from the library building nor disrupt library operations.
16. Posting notices or literature without prior written approval from the Library Director or the PR Specialist.
17. 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.
18. Fighting (real or mock), disorderly conduct, use of profanity, harassing, intimidating, threatening or abusive behavior toward patrons and/or employees or any physical confrontation. Library staff are not required to tolerate abusive language or behavior.

19. Engaging in sexual conduct, lewd behavior, or indecent exposure anywhere on the library premises.
20. Theft, vandalism, destruction or misuse of any library property or materials.
21. 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 substances¹ without a prescription.
22. Moving or rearranging furniture; improperly using library furniture (for example, having feet on chairs or tables, sitting on tables, etc.).
23. Entering the Library with a pervasive odor (e.g. body odor, perfume, cologne, smoke/campfire, etc.) which interferes with other patrons' or employees' ability to use the library (offending individuals may return to the library once the offensive condition has been remedied).
24. Possession of firearms, weapons, or look-alike weapons.
25. Sharing library cards or library card barcode numbers to access the Internet or any misuse of library cards.
26. Performing illegal activities on the Internet or any activities intended to disrupt network services or equipment; or viewing obscene or sexually explicit material.
27. Public use of library phones is prohibited.
28. Refusing to comply with directions/instructions given by Library staff, refusing to vacate the building at closing, during emergency drills or emergency evacuations.

Reviewed by Policy Committee: 1/26/2026; 5/14/2026

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; 5/26/2026

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