

Hinsdale Public Library Behavior Policy

The Hinsdale Board of Library Trustees ("the Board") has adopted the following policies governing behavior in the Library to:

- A. Provide the greatest number of Library patrons with a safe and pleasant environment conducive to quiet study and other uses consistent with the Library's goal of serving the educational, cultural, and civic needs of the Hinsdale community;
- B. Enable Library Staff to do their jobs effectively and enjoy a safe and secure workplace;
- C. Protect Library property from damage or theft.

Any behavior by a patron is prohibited which, in the opinion of Library Staff, unreasonably infringes on the quiet use and enjoyment of the Library by others, interferes with Library operations, interferes with the ability of Library Staff to do their work, or endangers Library property.

Behavior prohibited in the Library includes, but is not limited to:

1. Engaging in loud or otherwise disruptive conversation or conduct, including loud use of cellular phones, audio-visual equipment, computers, or other equipment;
2. Consuming or openly displaying food unless at an authorized Library function;
3. Using rollerblades, skateboards, scooters or similar equipment in the Library or immediately outside Library entrances. Wheelchairs and other similar equipment used by disabled persons and strollers for children are permitted.
4. In accordance with local ordinances, using tobacco products and possessing or using alcohol or other controlled substances, or being impaired from use of such substances;
5. Bringing any animal into the building except an animal needed and trained to assist a disabled or visually impaired person or an animal that is part of an authorized Library program or function;
6. Being exposed indecently including being bare-footed;
7. Offending Body odor such as to constitute a nuisance to others;
8. Loitering in the Library;
9. Sleeping in the Library;

10. Damaging, defacing, or stealing Library property;
11. Using furniture, floors or stairways in an inappropriate or unsafe manner;
12. Using bathroom facilities for bathing, shaving, or laundry;
13. Harassing patrons or Library Staff in a physical, sexual, or verbal manner including, but not limited to, purposeful attempts to intimidate, annoy, or provoke others by following them around, prolonged staring, or engaging in behavior that Library Staff believes is clearly meant to mock, taunt, or bait, or behavior which reasonably can be expected to disturb other persons;
14. Panhandling;
15. Soliciting, selling, campaigning, petitioning or distributing goods in the Library or around Library entryways except as approved by the Library Director;
16. Failing to leave the premises promptly at closing time;
17. Failing to leave the premises when so directed by Library Staff;

Cellular Telephone Use

Cell phones may be used in the Library in accordance with the following guidelines:

1. Ringers must be turned off (phones may be set on silent or vibrate).
2. Cell phone conversations must be very brief and voices must be kept as low as possible.
3. Cell phones may not be used in the Quiet Room.

Quiet Room

The Quiet Room, an enclosed space located on the west side of the Library's main floor, is reserved for silent study, reading, and similar activities. Use of cell phones in the Quiet Room is prohibited as is extended conversation of any kind.

Supervision, Safety, and Behavior of Children in the Library

A. The Board is strongly committed to providing services for children. The Library is a busy public facility, however, and Library Staff does not and cannot assume responsibility for the supervision, safety, and entertainment of children except within the limited context of defined Library programs. This responsibility must be borne by the child's parent, guardian, or designated caregiver and cannot be ceded to or forced upon Library Staff.

B. No child under 10 years of age may be left unattended in the Library and children under 10 years of age must be under the direct and constant supervision of a caregiver (i.e., an adult or mature adolescent twelve years or older) who assumes full responsibility for the child's safety and behavior in the library. While a child in this age group attends a program conducted by the Library's Youth Services Department, direct and constant supervision may not require the caregiver's attendance at the program but does require that the caregiver remain in the Library and be readily available in case he or she is needed to provide supervision.

C. Caregivers who, in the opinion of Library Staff, do not adequately or effectively supervise the behavior of a child in the caregiver's charge will be made aware of the problem as quickly and discreetly as possible. At the discretion of Library Staff, caregivers may be allowed to use meeting rooms and other closed areas for brief periods of time to resolve the problem. Caregivers may not use these areas merely for convenience as a way to avoid responsible supervision. If a problem persists after the caregiver has been made aware of the problem and given a reasonable opportunity to correct the problem, the caregiver and child must leave the Library. If the problem is severe enough or becomes chronic in nature, the Library Director may limit or suspend access to the Library by the caregiver and/or the child.

D. Children 10 years of age and older are welcome to use the Library without direct and constant supervision by a caregiver, but such children must respect the rights and safety of others in the Library by observing all rules of behavior and policies that govern Library use.

Enforcement of Behavior Policies

A. Staff is authorized to use all necessary and reasonable measures to enforce these policies.

B. Any patron or group of patrons who exhibit or participate in prohibited behavior or disregard Library rules and policies after having been warned by Staff must leave the Library and not return for the remainder of the day. Parents of minor children will be notified of this action.

C. The Library Director is authorized to limit or suspend, for up to thirty (30) days, Library privileges (all or in part as determined by the Library Director) of anyone whose unacceptable behavior is chronic or dangerous or severely disruptive. Parents of minor children will be notified of this action. With the approval of the Board, a person or group may be denied access to the Library for a period longer than thirty (30) days. A person or a group whose Library

privileges are denied or limited may appeal the decision to the Board by requesting a hearing. Any such request for a hearing must be submitted in writing, and a hearing will be held at the next regularly scheduled Board meeting. The decision of the Board is final.

D. Any patron or group of patrons who do not leave the Library after having been asked by Staff to leave will be considered trespassers.

E. Police may be called to:

1. Remove trespassers from the Library;
2. Provide assistance to Library Staff in dealing with persons who violate Library policies, rules and regulation.

Parents of minor children will be notified of this action.

Related Library Policies

A. Copies of the following related policy statements, which also contain information regarding patron behavior, are available at any of the Library's service desks or from the Library Administration Office:

- *Hinsdale Public Library Meeting Room Policy*
- *Hinsdale Public Library Study Room Policy*
- *Hinsdale Public Library Display Space Policy*

Approved and Adopted by Library Board on 11/19/96

Revision Approved and Adopted by Library Board on 3/23/99

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