



## Three Rivers Public Library District Patron Behavior

The Three Rivers Public Library District is dedicated to providing access to knowledge and information providing for patrons the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing library services, and the specific power to “exclude from the use of the library any person who willfully violates a policy or regulation prescribed by the Board.” 75 ILCS 16/30-55.55

The Board of Library Trustees of the Three Rivers Public Library establishes its conduct policy as follows:

1. A patron who engages in any activity that materially disrupts the use of library facilities, collections or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library staff.
2. Smoking, use of chewing tobacco and the taking of drugs (unless they are prescribed) is not permitted. Covered drinks are welcomed in designated parts of the library.
3. Cell phone use must not be disruptive to other people. Calls should be taken in the lobby whenever possible. Please set cell phones to silent or vibrate upon entering the library.
4. Proper attire must be worn in the library, including a shirt and shoes.
5. Children 10 and younger are not to be left unattended in the library. They must be accompanied by a parent or caregiver 14 years of age or older. Neither the Library nor the staff has custodial responsibility for unattended children. The responsible person will be contacted if the child becomes ill, injured or disruptive.
6. The library is not responsible for any personal belongings left unattended. The Library will not store items for a patron.
7. No survey taking, petition signing, pamphlet distribution, or similar activities are allowed on library property unless authorized by the Library Administration.

8. No selling, charitable soliciting, panhandling, or similar activities are permitted in the libraries except as permitted by the Board of Library Trustees.
9. No animals are permitted in the libraries unless it is an aide for a disabled person or part of a library's program.

#### VIOLATIONS:

If, following a request by staff to cease a behavior, the patron fails or refuses to comply, or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned. In the case of a minor, identification will be requested and the parent/guardian may be contacted.

Library staff will record instances in which patrons are required to leave the library. All records will be kept by the Library Director. Upon the third recorded instance in which a patron is required to leave the library premises, the Library Director may bar the patron from use of library premises for a period to be determined. Parents or guardians of minors will be notified in writing in the event a minor is banned from using the library for a period of time longer than one day. In the case of personal danger to other patrons and/or staff, a person may be barred from the library prior to three instances occurring.

**MINORS REMAINING AFTER LIBRARY HAS CLOSED:** Library hours are posted at each facility and it is the responsibility of the parent/guardian to pick up the child when the library closes. No staff member may drive a child home. If no one arrives to pick up the child within 30 minutes after closing, then the police will be notified.

Adopted            03/10/99  
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