

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

RULES OF CONDUCT

The Board of Trustees provides a welcoming environment conducive to the activities normally associated with the use of a public library. Individuals not engaged in library-related activities may be asked to leave the premises. For the comfort and safety of patrons, volunteers, and staff, and the protection of property, the Board expects that all guests treat each other and the facility with respect. Therefore, the following Rules of Conduct are administered.

1. Children ten (10) years and younger must be accompanied by an adult caregiver at all times (see also BP 4.5 UNATTENDED CHILDREN). The Library recommends caregivers accompany all visiting children.
2. Conversations, in-person or via phone, must not disturb others and behaviors must not obstruct, threaten or harass fellow patrons, volunteers or staff (see also BP 5.7 HARASSMENT).
3. Furnishings, materials, and equipment should be used for their intended function and in a manner that does not interfere with other's enjoyment.
4. Personal belongings must be attended at all times. Responsibility for lost, stolen, or damaged items rests with the owner. Substantial items such as large duffle bags, suitcases and shopping carts are not allowed.
5. Prolonged or habitual sleeping is not allowed on Library property.
6. Bathing, shaving, laundering, and improper use of restrooms is not allowed.
7. Vaping, smoking, chewing, and rolling tobacco products, including the use of e-cigarettes, is not allowed (see also BP 3.15 SMOKE FREE ENVIRONMENT).
8. Drinks with lids are allowed. Food must be kept out of sight and cannot be eaten in the Library, except for library sponsored events.
9. Patrons are required to dress appropriately and shoes are to be worn at all times.
10. Commercial photographing or video recording on Library property is not allowed without permission (see also BP 4.14 PHOTOGRAPHING AND VIDEOTAPING IN THE LIBRARY).
11. Only authorized service animals and program animals are allowed in the building.
12. Heavily-fragranced patrons and those with offensive body odor may be asked to leave.
13. The consumption or possession of alcohol, cannabis products, or any illegal drugs on Library property is prohibited. Exceptions will be made for after-hours library-sponsored events for individuals age 21 and older, where alcohol may be permitted. Persons exhibiting signs of intoxication or substance abuse will be asked to leave.
14. Firearms are prohibited on Library property unless they are in the possession of a sworn law enforcement officer. Signage is posted at entryways pursuant to 430 ILCS 66/65.
15. Soliciting, selling, and petitioning are prohibited inside the Library and directly in front of the entrances (see BP 3.10 SOLICITING, SELLING, AND PETITIONING POLICY).

16. Library grounds are closed to the public between 10:00 pm and 8:00 am. Individuals are not permitted to loiter on Library property during these times.

ENFORCEMENT OF POLICIES

Illinois law 75 ILCS 16/30-55.55 authorizes the Library: "To exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the board."

Any behavior that violates Board approved policies may result in suspension of library privileges, exclusion from the library, cost recovery charges, and prosecution.

All Library staff are authorized to correct misbehavior or impose time or space limits. Management or staff serving as Person-In-Charge (PIC) are authorized to ask disruptive patrons to leave the library, issue a 24-hour ban, request an ID, or call the police.

The Library Director is authorized to limit or suspend the library privileges of, or bar from the premises, anyone whose unacceptable behavior is disruptive, dangerous, or becomes chronic in nature, for up to 12 months. Suspensions or barring longer than 12 months will be referred to the Board of Trustees to be reviewed at a regularly scheduled Board meeting. See Board Policy 3.9 BARRING DISRUPTIVE PATRONS for guidelines and procedures.

Adopted 07/21/15

Revised 10/20/15, 07/19/16, 10/15/19, 10/20/20, 12/20/22, 10/21/25