



BERWYN PUBLIC LIBRARY

Code of Conduct Policy

The Berwyn Public Library Board of Trustees encourages all members of the community to use the library. To ensure that all library patrons are able to use the library without unnecessary distractions, each library patron agrees to abide by this code of conduct. Unless otherwise noted, these rules pertain to library buildings, grounds, and parking facilities.

Expectations:

Individuals visiting the library **will**:

- Respect the rights of other library users, library staff and library property.
- Be aware of noise levels. Speak quietly, set electronic devices to silent mode and use head phones. Limit speaking on a cell phone to lobby areas or outdoors.
- Proper attire required.
- Keep beverages and light snacks in sealable containers. Trash should be disposed of in appropriate containers.
- Limit use of the library to public areas and leave the library at closing. Entrance to the library should be kept clear, free from congestion, bicycles, strollers etc.
- Respond to alarms and other emergency or security situations as instructed by staff.
- Comply with all federal, state, and local laws as well as library policies.
- Visit the Youth Services Department only when accompanied by a child or when directly engaging in the search for children's materials/resources.
- Note that the Teen Room is reserved for the use of high school age teenagers during after school hours and other designated times.
- Ensure that children under the age of 10 and persons in need of additional support are accompanied by a responsible caregiver.

Individuals visiting the library **will not**:

- Use loud, foul, abusive, or threatening language.
- Exhibit behavior that is potentially dangerous to self or others. All forms of weapons are prohibited.
- Smoke, vape, use tobacco products, use incendiary devices, consume or possess alcohol or illegal drugs.
- Use the bathroom for bathing, shaving or washing clothes.
- Leave their personal property unattended. The library is not responsible for personal property.
- Bring pets or animals other than service animals into the library. Pets should not be left outside library doorway. Animals may be present if part of a library sponsored program with prior approval.
- Post or distribute materials without permission from authorized library staff.



- Vend, peddle, solicit, or petition on library grounds unless part of a library sponsored program.
- Loiter inside the library or on library grounds.
- Misuse, misappropriate, damage, steal, deliberately misplace or obstruct the use of library material/equipment, resources, or facility.
- View inappropriate content on library computers or personal devices
- Engage in sexual conduct, sexual harassment, lewd behavior or other forms of public indecency.

Enforcement:

Failure to comply with one or more of the library’s established policies on public conduct may result in individuals:

- Being asked to discontinue the problem behavior.
- Being asked to leave library grounds for the day.
- Being banned from the property for a period of time ranging from one week to one year, depending on the severity of the issue. If you are banned for any reason, you must meet with the Library Director prior to re-admittance to the library facility.
- Having library privileges suspended or revoked.
- Being reported to the police/legal prosecution.

Patron Suspension:

Staff members designated by the Library Director may suspend patron privileges for up to 24 hours including access to the library property for violation(s) to the Code of Conduct.

The Library Director may impose up to a 14 day ban for repeat offenders or more serious behavior.

The Library Board of Trustees and/or the City Attorney may impose a ban of more than 14 days for more pronounced disruptive behavior and for more serious violations of the Code of Conduct.

A ban of more than one year is imposed for very serious violations of this policy. A ban of this length usually results in the involvement of law enforcement.

Any suspension of more than 14 days will be accompanied by a written notice and will include the reason for the ban/suspension.

The Public Library Act provides the Library Board of 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