



BERWYN PUBLIC LIBRARY

Berwyn Public Library Code of Conduct & Enforcement Policy

The Berwyn Public Library is committed to providing a safe, welcoming, and respectful environment for all patrons. This policy establishes expected behaviors and enforcement procedures to ensure the library remains a comfortable space for everyone.

These rules apply to all individuals on library property, including buildings, grounds, and parking facilities.

All visitors must:

- Respect the rights of other patrons, staff, and library property.
- Maintain low noise levels; speak quietly, use headphones, and limit phone calls to the lobby or outside.
- Wear appropriate clothing (shirts and shoes required).
- Consume only covered beverages and light snacks in sealable containers.
- Remain in public areas and exit promptly at closing.
- Keep entrances clear of obstructions such as bikes or strollers.
- Follow staff instructions during emergencies and alarms.
- Comply with all federal, state, and local laws, as well as library policies.
- Access the Youth Services Department only when accompanied by a child or when seeking children's materials.
- Ensure children under 10 and individuals needing support are supervised by a responsible caregiver aged 14 or older.
- Remain upright while seated and may only nap briefly if it is quiet and does not disturb others. Patrons must not lie down, snore loudly, or otherwise disrupt the library while resting.

Patrons shall not:

- Run, move furniture, or disrupt others' safety or comfort.



- Use loud, foul, abusive, or threatening language.
- Engage in violent, aggressive, or dangerous behavior. Weapons and items that could be used as weapons are prohibited.
- Smoke, vape, or use tobacco products inside the building, near entrances or on the stairs or ramp.
- Consume or possess alcohol, drugs, or incendiary devices on library property.
- Bring bicycles or motorized street vehicles indoors.
- Use restrooms for bathing, shaving, or laundry.
- Remain in the library if body odor or fragrance causes disruption.
- Leave personal belongings unattended. The library is not liable for lost or stolen items.
- Bring pets other than service animals or those approved for library programs. Pets may not be left outside entrances.
- Post or distribute materials without staff authorization.
- Sell, solicit, or petition unless part of a library-sponsored event.
- Loiter on library grounds or sit on the stairs.
- Damage, steal, misuse, or obstruct access to library materials, equipment, or spaces.
- View inappropriate content on library or personal devices.
- Engage in sexual conduct, harassment, lewd behavior, or public indecency.

Library staff may take action against any other behavior reasonably deemed offensive.

Enforcement Procedures

A. Initial Warning or Same-Day Expulsion

- Violations generally receive a verbal warning unless behavior involves harm or damage.
- Staff will explain the rule and warn that continued misconduct may result in removal for the day.
- Severe or repeated violations may lead to immediate removal without warning.
- No written notice is required for same-day expulsions.
- For minors, staff will attempt to notify a parent or guardian.

B. Suspensions (1 Day to 1 Year+)

- Serious or repeated violations may result in suspension of library privileges for 1 day up to 1 year.
- Suspensions restrict access to all library facilities, grounds, services, and programs.

- Violations of suspension terms may lead to police involvement and legal action.
- Suspension notices will be delivered in person when possible and include the violated rules and appeal instructions. Parents of minors will also be notified.
- Notices are confidentially shared with relevant library staff.

Suspension Guidelines:

Length Examples of Misconduct

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| 1 Day | Repeated disruption, refusal to follow instructions. |
| 1 Week | Trespassing, minor damage, repeated lesser offenses. |
| 1 Month | Threats, harassment, drug/alcohol use, repeated lesser offenses. |
| 6 Months | Theft, serious damage, severe repeated lesser offenses. |
| 1 Year+ | Physical assault, lewd behavior, major repeated offenses. |

C. Appeals

- Appeals must be submitted in writing to the Library Director within 10 days (mail or email).
- The Director will review and issue a final decision.
- Patrons may further appeal to the Library Board of Trustees if dissatisfied.

D. Re-entry Meeting

- Suspended patrons must meet with the Library Director before privileges are restored.
- The meeting includes review of suspension reasons, library policies, and signing an acknowledgment to comply with rules.
- Minors are required to attend with a parent or guardian.
- To schedule, contact the library and ask for the Director.

Legal Authority

This policy is enacted under the authority granted by the Illinois Public Library Act, 75 ILCS 16/30-55.55, which empowers the Library Board of Trustees to exclude individuals who willfully violate library policies.