



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community with the keys to lifelong learning.

### **Library Use and Conduct Policy**

#### **Purpose**

The Westmont Public Library supports the rights of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy. A goal of the Westmont Public Library is to provide an enjoyable, clean, and comfortable environment for all library users. The Library Use and Conduct Policy is intended to (1) protect the rights and safety of library users, (2) protect the rights and safety of staff members, and (3) preserve and protect the library's collections, facilities, and property.

#### **Protect Library Property**

A role of the Westmont Public Library is to protect collections, equipment, and property for present and future users. Intentionally damaging, destroying, or stealing any materials, equipment, or property belonging to the library, another user, or staff member is prohibited. Library users are advised to keep personal belongings with them at all times.

Only library-affiliated organizations, such as Friends of the Westmont Public Library, may use the library's name, address, telephone, and fax numbers as their own and direct their communications to go through the library. This type of exception is granted by the Library Director.

#### **Ensure a Safe and Secure Environment**

A role of the Westmont Public Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal law or ordinance is prohibited on Westmont Public Library property. Examples of prohibited activities include but are not limited to:

- Sexual, physical, or other harassment
- Carrying of any weapon, concealed or partially concealed, in the library building or on library property
- Possessing, selling, or being under the influence of alcohol or illegal drugs
- Engaging in peeping, stalking, or indecent exposure
- Soliciting, panhandling, or gambling on library property
- Trespassing or entering library property when banned or remaining on library property after being asked to leave.

#### **Provide a Comfortable and Welcoming Environment**

A role of the Westmont Public Library is to provide a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We ask library users to be respectful of each

other and behave in a manner that does not disrupt other library users or interfere with normal operation of the library. Examples of prohibited activities include but are not limited to:

- Using profane, obscene, or abusive language including racial, ethnic, or other epithets
- Creating unreasonable noise or using any electronic equipment at a volume that disturbs others
- Running, pushing, fighting, shoving, or engaging in boisterous activity
- Operating roller skates, cycles, skateboards, scooters, or other similar devices on library property
- Failing to comply with a reasonable staff request or failing to leave the library during emergencies or at closing time
- Inappropriate use of library furniture or blocking of aisles, exits, or entrances
- Unauthorized access to staff areas

### **Maintain a Healthy and Clean Environment**

A role of the Westmont Public Library is to maintain a healthy and clean environment for all library users. Examples of prohibited activities include but are not limited to:

- Smoking, using e-cigarettes, chewing tobacco, or other tobacco use within the library and within 15 feet of the library building
- Improper dress including not wearing shoes or a shirt
- Poor personal hygiene that is offensive or constitutes a nuisance to others
- Bringing animals inside library buildings, with the exception of service animals and those allowed during special library programs
- Using restrooms for bathing or washing of clothes
- Consuming food or beverages while using library equipment

### **Secure Child Safety**

A role of the Westmont Public Library is to provide a safe and welcoming environment for families and children. The Youth Services area of the library on the second floor is specifically designed to serve the needs of young users. The library is a public place; therefore, children's safety cannot be guaranteed. The conduct, safety, and supervision of children while on library premises are the responsibility of parents, guardians, and caregivers. Appropriate supervision provided by parents, guardians, and caregivers will assist library staff in creating a pleasant and safe environment for library users of all ages. Adults are welcome to use the collection but ongoing use of the space in the Youth Services area is restricted to youth, adults with developmental needs, and their caregivers.

Children under the age of 8 must be supervised by a responsible caretaker over the age of 14. The caregivers for youth program attendees under the age of 8 must remain within the library for the duration of the program. If a child under the age of 8 is unsupervised in the library, or if a child of any age requests assistance, library staff will attempt to locate the caregiver within the library or by phone. If the caregiver is not located, library staff will contact the police department.

### **Enforcement of the Library Use and Conduct Policy**

Enforcement of the Library Use and Conduct Policy will be conducted in a fair and reasonable manner. Individuals who fail to observe the Library Use and Conduct Policy may be asked to leave the library building and property, be banned from the library for a period of time, be subject to arrest, or be subject to other lawful action. Comments, complaints, or appeals may be made in writing to the Library Board of Trustees.