



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 869 6150  
westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### Library Use and Conduct Policy

#### Purpose

A goal of the Westmont Public Library is to provide a safe, clean, and welcoming environment so that all Library patrons have equal and unimpeded access to information, services, and facilities. The Library Use and Conduct Policy is intended to (1) protect the rights and safety of Library patrons, (2) protect the rights and safety of staff, and (3) preserve and protect the Library's collections, facilities, and property.

#### Guidelines

Library staff and patrons are asked to be respectful of the facility and each other and behave in a manner that does not interfere with normal operation of the Library. Examples of prohibited activities include but are not limited to:

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal law or ordinance.
2. Intentionally damaging, destroying, or stealing any materials, equipment, or property belonging to the Library, another patron, or staff member. Library patrons are advised to keep personal belongings with them at all times.
3. Sexual, physical, or other harassment.
4. Carrying of any weapon, concealed or partially concealed, in the Library building except by police personnel.
5. Using profane, obscene, or abusive language including racial, ethnic, or other epithets. Verbal threats or foul language directed at patrons or staff will not be tolerated.
6. Violating reasonable rules that are enacted to secure the health and safety of staff and patrons, failing to comply with a reasonable staff request, or failing to follow staff directions during emergencies or at closing time.
7. Using e-cigarettes or tobacco products in the Library building or within 15 feet of the building.
8. Using alcohol, recreational cannabis, or illegal drugs, or being impaired due to the use of such substances.
9. Distributing material, collecting signatures, soliciting, or petitioning on Library property without prior consent from the Library Director or their designee.
10. Trespassing or entering Library property when banned or remaining on Library property after being asked to leave by Library staff.
11. Violating Public Use of the Internet Policy including viewing pornography, which is considered by most people to be inappropriate for a public setting where minors may be present.
12. Creating unreasonable noise or participating in physical activity that may cause safety concerns.
13. Operating roller skates, cycles, skateboards, or other similar recreational devices within the Library building or operating such devices in a way that could result in injury while on exterior Library property.
14. Inappropriate use of Library furniture or space including but not limited to using restrooms for bathing or washing of clothes.

15. Unauthorized access to staff areas or blocking any aisles, exits, or entrances.
16. Bringing animals inside Library buildings, with the exception of service animals and those allowed during special Library programs.
17. Improper dress including not wearing shoes or a shirt.
18. Emitting strong odors that staff deem are disruptive including but not limited to odors from poor personal hygiene or overpowering perfumes or foods.
19. Consuming food or beverages while using Library equipment.

### **Supervision and Safety**

The Library is a public place, and therefore the conduct, safety, and supervision of children while on Library premises are the responsibility of caregivers. Children under the age of 8 must be supervised by a responsible caregiver 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.

Any individual, regardless of age, who requires companion care should be under the constant supervision of a caregiver at all times.

### **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.