

## 2.9 Code of Conduct

The Board of Library Trustees of the Downers Grove Public Library seeks to provide and ensure a welcoming environment, including quiet areas for study and work, which is conducive to the appropriate use of the facilities and services.

We expect our customers to treat all people and property with respect. This includes, but is not limited to:

- Engaging in conversation and behaviors in a manner that does not: disturb, offend, or harass others; threaten the safety of others; damage property, or threaten to damage property.
- Using library items, furnishings, equipment, and facilities only for their intended function, in a manner that does not interfere with others' use and does not damage property or threaten to damage property.
- Attending to personal belongings. The library is not responsible for loss or damage to unattended personal belongings.
- Wearing proper attire, which conforms to the standard of the community for public places, including shoes and shirts, at all times.
- Following all library policies, including but not limited to policies on:
  - Unattended Children
  - Designation of Space for Special Uses
  - Public Internet Use
  - Unattended Items

Examples of conduct and actions that are not permitted anywhere on the library's property include but are not limited to:

- Smoking, including smokeless tobacco, herbal products, and e-cigarettes, anywhere in the library or within 15 feet of the library.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Eating meals or drinking beverages from containers without lids, except in areas designated for this use.
- Prolonged or habitual sleeping.
- Loud talking, loud telephone use, or loud use of listening devices.
- Use of sporting equipment in the library facility.
- Disrupting others' use of library facilities or services due to personal hygiene or excessive body odor.
- Any other activity that disturbs other members of the public or interferes with staff members' performance of their duties.

No policy can address all potential circumstances. The Library reserves the right to address issues on a case-by-case basis and to require anyone violating the Code of Conduct to leave the library property. Serious or repeated misconduct may lead to further suspension from the library, legal action, and/or criminal prosecution. Those wishing to appeal suspensions may do so by writing to the Board of Library Trustees at the library's address.

Approved April 25, 2018; Revised September 25, 2019