

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, marijuana, 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.

2.9.1 Illegal and Prohibited Activity

The library does not allow any activity prohibited by federal, state, or local law, or by library policy. Illegal or prohibited activities include, but are not limited to:

- Assaulting, fighting, or threatening another person.
- Carrying firearms or other dangerous weapons.
- Possessing, using, distributing, or being under the influence of alcohol, illegal drugs, or other controlled substances.
- Smoking or using tobacco or tobacco-substitute products such as e-cigarettes, including preparing cigarettes or e-cigarettes.
- Theft, damage, or destruction of library property or the property of another person.
- Harassment of another person, including sexual harassment. Sexual harassment includes the viewing of sexually explicit material on a library computer, personal computer, or other device.
- Entering the library building or remaining on library property during a period when the person is banned from the library.

2.9.2 Disruptive Activity

The library does not allow any activity that disrupts or interferes with the use of library services by members of the public or the effective delivery of service by members of the staff. Disruptive activities include, but are not limited to, the following:

- Panhandling, leafleting, soliciting funds, proselytizing, circulating petitions
- Using profane, obscene, or abusive language toward any person, including racial, ethnic, or sexual epithets
- Sleeping, eating in other than designated areas, littering
- Personal hygiene that prompts complaints, damages furniture, or threatens public health
- Failing to supervise children, including leaving a child under the age of eight years unattended

2.9.3 Unattended Children

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. Parents, legal guardians, and/or caregivers are responsible for their children while their children are in the library, regardless of whether the parent, legal guardian, and/or caregiver is in the library. A child is considered mature enough to use the library unattended if:

1. The parent, legal guardian, and/or caregiver determines that the child is mature enough;
2. The child is at least eight years old;
3. The child is able to communicate to staff their full name, parent, legal guardian, and/or caregiver's name and phone number upon request; and
4. The child follows the Code of Conduct.

Children who do not meet all four criteria must be supervised when in the library by a responsible caregiver who does meet all the criteria and has the ability to supervise the behavior. When the safety of a child is in doubt, library staff may contact local law enforcement and/or other authorities to ensure the safety and well-being of the child. Children under the age of 14 left unattended at closing time may be deemed at risk. If a parent, legal guardian, and/or caregiver cannot be contacted or located within 15 minutes of closing, the Downers Grove Police Department will be contacted.

2.9.4 Unattended Items

Customers may not leave personal belongings unattended nor leave personal belongings in the library when they leave the building. The library is not responsible for any loss of customer's personal belongings, through theft or otherwise. Large items that obstruct walkways or interfere with others' use of the library items, furnishings, equipment, and facilities are prohibited.

2.9.5 Enforcement

The library reserves the right to determine whether any person is in violation of its policies and to require that person to leave the library. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a period determined by library staff, and/or appropriate legal action. The library reserves the right to inspect all backpacks, bags, briefcases, and purses when library staff believe someone is in possession of stolen library property or weapons. Video surveillance is enabled in certain locations throughout the building and grounds.