

## **2.9 Code of Conduct**

The Board seeks to provide and ensure a welcoming environment that is conducive to the appropriate use of the facilities and services.

The Downers Grove Public Library expects patrons to treat all people and property with respect. This includes, but is not limited to:

- Engaging in conversations and behaviors that do not:
  - disturb, offend, or harass others
  - threaten the safety of others
  - damage property
  - threaten to damage property
- Using library items, furnishings, equipment, and facilities only for their intended function without interfering with others' use and without damaging property or threatening to damage property;
- Attending to personal belongings, as the library is not responsible for loss of or damage to unattended personal belongings; and/or
- Wearing proper clothing, including shoes and shirts, at all times.

### **2.9.1 Disruptive, Illegal, and Prohibited Activity**

The library does not allow any activity prohibited by federal, state, or local law or by library policy. Disruptive, 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 and vaping, including smokeless tobacco, herbal products, and e-cigarettes, anywhere in the library or within 15 feet of the library;
- Eating meals or drinking beverages from containers without lids, except in areas designated for this use;
- Sleeping that is loud or obstructive;
- Talking loudly or using loud audio devices;
- Using sports equipment in the library;
- Disrupting others' use of library facilities or services due to personal hygiene or excessive body odor that prompts complaints, damages furniture, or threatens public health;
- Blocking walkways or obstructing others' use of library materials, furnishings, equipment, and/or facilities;
- Littering or improper disposal of trash or unwanted items;

- Stealing, damaging, or destroying library property or the property of another person;
- Harassing another person, including using profane, obscene, or abusive language and/or racial, ethnic, or sexual epithets;
- 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;
- Panhandling, leafleting, soliciting funds, proselytizing, or circulating petitions;
- Failing to supervise children, including leaving a child under the age of eight years unattended; and/or
- Performing any other activity that disturbs other members of the public or interferes with staff performance.

### **2.9.2 Unattended Children**

The library strives to maintain the safest environment possible for staff and patrons. The library is a public place, however, and children's safety cannot be guaranteed. The conduct, safety, and supervision of children while on library premises are the responsibility of parents, legal guardians, and/or 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:

- the parent, legal guardian, and/or caregiver determines that the child is mature enough;
- the child is at least eight years old;
- the child is able to communicate to staff their full name, their parent, legal guardian, and/or caregiver's name and phone number upon request; and
- 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 meets all the criteria and has the ability to supervise the behavior of the child. When the safety of a child is in doubt, 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.

### **2.9.3 Enforcement**

No policy can address all potential circumstances. The library reserves the right to address issues on a case-by-case basis and require anyone violating the Code of Conduct to leave library property. Serious or repeated misconduct may lead to further suspension from the library, legal action, and/or criminal prosecution. The library reserves the right to inspect all backpacks, bags, briefcases, and purses when staff believe someone is in possession of stolen library property or weapons.

Those wishing to appeal suspensions may do so in writing to the Library Director. If unsatisfied with the response, the individual may appeal in writing to the Board.

The decision of the Board is final.

Before returning to the library after a suspension of one month or more, the individual may be required to meet with the Building Operations Director or other administrative staff to review the Code of Conduct and behavioral expectations.