SSCHPL
Steger-South Chicago Heights Public Library

Code of Conduct Policy

The Steger-South Chicago Heights Public Library is a tax supported public institution and is dedicated to fulfilling its mission as a provider of quality and responsive library service to its community. In order to uphold this mission, the Board of Trustees of the Steger-South Chicago Heights Library has adopted a Code of Conduct that reinforces that the rights of the patrons and the library staff and the safety of the facility are paramount at all times. Violation of any of the following rules will result in a warning and/or expulsion from the property. Whenever necessary, police will be contacted. The Director and supervisory staff have authority to carry out all powers of this policy. The staff of the Steger-South Chicago Heights Public Library will enforce the code in a respectful and fair manner. Violations of the code include but are not limited to the following:

- Any action or event that violates Federal, State, or Local law.
- Vandalism or theft including Library property and resources.
- Eating or drinking outside of designated areas.
- Absence of shirt or shoes.
- Gambling.
- Loud talking, shouting, screaming or other loud noises.
- Running, pushing, shoving or throwing items in the Library.
- Substance use including tobacco, e-cigarettes, alcohol or illegal drugs.
- Bringing in animals other than a service animal.
- Using communication or electronic devices at a level that is disturbing to others
- Solicitation of funds, distribution of literature or promotional materials other than for the benefit of the Library unless approved in writing by the Director.
- Access to staff areas unless accompanied by an employee.
- Offensive conduct to other patrons or library staff including physical contact, verbal abuse, threatening or lewd behavior, harassment and the like.
- Overcrowding of the study tables.
- Loitering, which includes sleeping on the premises.
- Refusal to leave library facility or property.
- Excessive displays of affection.
- Conduct that disrupts the operation of the Library.
- Leaving children unattended at the Library as addressed by the Safe Child Policy
- Parking bicycles or other vehicles in a manner that blocks or hinders entry to the Library.
- Disturbing others with offensive body odor.
- Use of the restrooms for anything other than their intended purpose.
- Unattended packages; the Library reserves the right to arrange for inspection of such.

Patrons that violate the Code of Conduct will be spoken to and asked to correct their behavior. Such violations may result in one or more of the following actions:

- An individual's library privileges may be restricted by the Director or designated person in charge. The restrictions may be limited to: (a) specific areas of the Library, (b) specific computers and Library equipment, (c) borrowing fewer items than the rules allow, or (d) times allowed in the building and on Library property.
- Future use will be contingent upon the individual abiding by the conditions agreed to with the Library Director. All incidents giving rise to restriction from use of the Library shall be reported by the Director to the Board at the next Board meeting.
- If a violation of a serious or repeated nature, the Director may request that the Library Board ban a patron.
- An adult or a minor may be banned by the Library Board from using the Library.
- A banned adult patron or parent/guardian of a banned minor may request a hearing before the Board in writing. Upon receiving the request, the Board shall schedule the hearing at the Board's next regularly scheduled meeting, following the date of the request. If the Board of Trustees has approved the ban, the Director shall reasonably attempt to give notice by certified mail, return receipt requested, to the patron detailing the duration of the exclusion from use of the Library and requirements, if any conditioning the resumption of Library privileges. In case of individuals under the age of eighteen (18) and living with a parent or guardian, an attempt will be made to deliver any such certified notice to the parent or guardian, with an additional uncertified copy sent to the minor. Any such certified mail notice shall be substantially as follows:

Dear Patron,

Due to violations of rules of conduct adopted by the Board of Library Trustees of the Steger-South Chicago Heights Library, (name of patron) is hereby banned from use of the Steger-South Chicago Heights Public Library, from access to the premises and from benefiting from any library privileges for a period of time through and including (date).

The specific violations are as follows: (list)

Readmission to the library in the future will be granted only following a personal interview and approval of the Board of Trustees after a period of suspension.

If you wish to appeal the exclusion from the use of the library, an appeal must be made in written form to and request further review at the next regularly scheduled meeting of the Board of Trustees. An excluded patron who enters the premises of the library during a period of exclusion without specific permission of the Library Director is subject to arrest for trespassing.

Sincerely,

(Signature)

Library Director of the Steger-South Chicago Heights Public Library

Illinois law authorizes the Board, "To exclude from use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board." 75 ILCS 16/30-55.55

Adopted: February 2009
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