

## **Guidelines For Library Use Policy**

The Glenview Public Library (“library”) seeks to provide its users with a safe and pleasant Library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. The residents of Glenview expect the library facility to be a clean, comfortable, and safe place for selecting materials, reading, researching, studying, writing and attending library or community sponsored programs and meetings. To this end, the library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff and for preserving and protecting the library’s materials, equipment, facilities and grounds.

The Youth Services Department is reserved for use by children, their parents or guardians. Teachers and other adults with a personal or professional interest in children’s resources are also welcome in this department.

The library reserves the right to limit the size and number of items brought into the library. All bags, containers and other articles are subject to inspection by security and other authorized personnel.

Use of covered beverages in the library facility is allowed by library policy. A patron is responsible for any damage to library materials or property caused by the improper or careless use of his/her beverage.

Enforcement of these rules will be conducted in a fair and reasonable manner. Persons who violate these Guidelines may receive a warning from library staff and/or security personnel and an opportunity to cease the violation or leave the library. Failure to comply with the library’s established rules, regulations, and policies could result in removal from the premises and suspension of library privileges. It may also result in expulsion from the library for a period of one day to one year or, in more serious cases, a period to be determined by the library Board of Trustees. Expulsion for more than one week may be appealed in writing to the Library Board of Trustees. Persons who are banned from the library for a period of one year must submit a written request to the Library Board of Trustees for reinstatement of library privileges.

Violations may result in the restriction and/or termination of library privileges, including the use of library computers and other equipment. In addition, where authorized by Federal, State or local law, violation of these Guidelines may also result in arrest and prosecution.

### **In order to ensure the safety of all users, the following behaviors are prohibited:**

- Leaving children, aged 7 and under, without supervision by an adult or that of a responsible caregiver.
- Entering the library barefooted, without a shirt, with offensive body odor or personal hygiene, strong, pervasive odors, including odors caused by perfume or cologne or being otherwise attired so as to constitute a nuisance to other library patrons and staff
- Smoking, chewing and using other tobacco products inside library facilities or within 15 feet of any entrance

- Using, selling or possessing alcohol/illegal drugs on library property
- Using library entrance areas for any purposes other than entering and exiting the library or as temporary waiting areas for library users except as authorized
- Blocking aisles, doorways, stairways, elevators or leaving personal property unattended or out of sight
- Loitering on library property is prohibited
- Bringing bicycles into the library
- Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized
- Bringing firearms and dangerous weapons of any type (except by law enforcement officers) into the library or anywhere on library grounds
- Using wheeled devices in the library facility or on library property, except in designated areas, including skateboards, roller-skates, “heelys,” bicycles, scooters, and shopping carts. Exceptions include, but are not limited to, wheelchairs, walkers and strollers.
- Sleeping, lying on the floor/ furniture or resting feet (with or without shoes) on the furniture
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring at, following, taking unwanted photographs, lurking, making suggestive remarks and/or offensive touching
- Engaging in obscene acts such as sex acts and indecent exposure.
- Electioneering, soliciting money, donations, signatures for petitions within the library building or selling and soliciting for commercial purposes within the library or on library property
- Selling commercial merchandise to promote library-related programs without prior permission from the Library Director; the selling of goods and merchandise by non-profit organizations is permitted outside the building only.
- Conducting unauthorized surveys within the library building or within 15 feet of any door
- Posting political signs or materials on library property
- Using library equipment to access material that is obscene, pornographic or “harmful to minors”, consistent with any applicable federal, state or local laws
- Stealing, damaging, altering, or using inappropriately, any library materials, facilities, equipment or property; for example, building features, parking facilities, computer hardware, software, printers, copiers, phones and other equipment
- Trespassing in nonpublic areas, being in the library without permission, or being unaccompanied by an authorized library employee before or after library operating hours or camping on library grounds
- Running, pushing, shoving, throwing things, challenging to fight or fighting

- Creating disruptive noises such as loud talking, screaming or banging on computer keyboards
- Gambling and participating in group activities that are a disturbance to the library environment and to other library users
- Using audio devices without headphones or with headphones set at a volume that is disturbing to others
- Using cell phones, pagers, and other communication devices in any unauthorized area of the Library. Cell phone use is permitted on the first floor of the Library and in the Study Rooms on either floor. Cell phones are not permitted in the public meeting rooms when a program is in progress. All cell phones should have ringers turned “off” or set to “vibrate” while in the Library.
- Bathing, shampooing or doing laundry in library restrooms
- Consuming food in public areas of the library, including restrooms. light snacks, sandwiches or “carry out” may be eaten at the tables provided in the main lobby.
- Bringing uncovered beverages into the library; covered beverages, water bottles and flip-top cans are allowed except in the technology/computer areas.
- littering, bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the Library by other users
- Taking photographs, filming or recording without prior permission from the Library Director or her designee, anywhere on Library property
- Refusing to vacate a Study Room after session has ended
- Verbally or physically obstructing others from claiming computer reservations or accessing library express computers
- Refusing to leave a computer after session has been terminated, or creating a disturbance while using Library equipment
- Manipulating or bypassing Glenview Public Library computer systems or databases to override established limits
- Using another person’s library card and/or library card number for any purpose, including reserving or accessing computers
- Refusing to leave the building and/or library computers during an emergency evacuation
- Refusing to leave the building after being expelled for any rule or policy violation
- Entering or attempting to enter a library building while suspended (i.e. trespassing)
- Committing any activity that unreasonably interferes with library patron or staff comfort, safety, use or quiet and peaceful enjoyment of the library
- Engaging in any activity in violation of federal, state, local or other applicable law, including library Policy