

Cicero Public Library Patron Conduct Policy

The goal of the Cicero Public Library Board of Trustees is to provide an environment conducive to quiet study and reading as well as casual use. To accomplish this goal, the Board has adopted the following policy regarding patron conduct. All conduct that impedes this goal is prohibited. A library is a “limited public place” where rules are enforced. The Library, therefore, can remove people who willfully violate the rules.

It is the intent of this policy and its related procedures to minimize the effects of dangerous, disruptive or unacceptable behavior by providing definitions and examples of such behavior and guidelines for handling such situations.

Dangerous behavior

Dangerous behavior includes, but is not limited to, any act that threatens the safety or property of others. Some forms of dangerous behavior are:

- Theft
- Intimidation (verbal and non-verbal)
- Stalking
- Possessing or using alcohol or controlled substances on Library premises
- Fighting or physically abusing Library patrons or staff
- Possession of weapons
- Sexual harassment

If a patron engages in dangerous behavior on the Library premises, Library staff will call the police to address the situation. A copy of the police report will be kept on file for future use.

Any patron required to leave the Library premises for engaging in dangerous behavior may be denied the privilege of access to the Library premises. Library staff will record instances in which patrons are required to leave the Library premises for engaging in dangerous behavior and place such records in the files of the Library.

Patrons who wish to appeal the denial of access to Library premises based on alleged dangerous behavior may do so upon written request to the Library Board of Trustees. Forms for this appeal may be obtained at the Circulation Desk.

Disruptive and Unacceptable behavior

Disruptive and unacceptable behavior includes, but is not limited to, any act that interrupts or impedes the use and/or functions of Library resources and/or services.

Some forms of disruptive or unacceptable behavior are:

- Offensive language and/or gestures
- Engaging in loud conversation
- Rowdy behavior
- Playing audio equipment loud enough that others can hear
- Relocating Library furniture or equipment without the permission of Library staff
- Solicitation on Library premises
- Panhandling on Library premises
- Blocking access to Library premises
- Entering the Library without proper attire
- Use of tobacco products in the Library
- Prolonged or chronic sleeping
- Shaving, bathing or laundering clothes on Library premises
- Noticeably offensive personal hygiene that disrupts the use of the Library
- Unauthorized use of parking lot
- Loitering which disrupts the use of the Library

The following rules must be followed when in the Library:

- Food is not allowed in the library unless it is being provided for a program. Beverages must be covered and are not allowed in the Computer Room.
- Patrons shall not bring animals in the Library with the exception of trained assisting animals for the disabled

Any person who does not follow the above rules will be considered to be engaging in disruptive or unacceptable behavior. Any person who engages in disruptive or unacceptable behavior shall cease such activity immediately upon request by Library staff. If patron fails to cease the behavior, or responds to the request in an abusive fashion, he/she will be required to leave the Library premises immediately for the rest of the day. If he/she fails to leave, staff will call the police to address the situation. Continued disruptive or unacceptable behavior may result in the suspension of the patron's library privileges. The Library Administration will determine the period of suspension.

Patrons who wish to appeal the denial of access to Library premises based on alleged disruptive or unacceptable behavior may do so upon written request to the Library Board of Trustees. Forms for this appeal may be obtained at the Circulation Desk.

Enforcement of this policy can be successful only to the extent that the following principles are observed:

- Enforcement requires judgment. No two situations are identical so a step-by-step handbook cannot be offered.
- This policy provides broad direction that is intended to ensure fairness and to provide staff the ability to act with confidence.
- Courtesy, tact and firmness are essential.

Request for reconsideration of denial of access to the Cicero Public Library

If you wish to request that the Cicero Public Library Board of Trustees reconsider your denial of access, please completely fill out the following form and mail it to the attention of the Administrative Director who will forward the matter to the Library Board of Trustees.

Administrative Director
Cicero Public Library
5225 W. Cermak Road
Cicero IL 60804

Who are you representing? _____

Why was access denied? _____

Please describe exactly what happened. _____

Why do you believe that the Library Board of Trustees should reconsider denial of access? _____

Indicate whether you want to be present for an appeal of the denial of access. _____

Signature _____ Date _____