

# Rules of Conduct

Revised January 2017

In order to maintain a pleasant and safe environment conducive to activities associated with the use of a public library, the following rules of conduct will be administered. Individuals not reading, studying, or using library resources may be required to leave the premises. Patrons are expected to treat other patrons, library staff, and the facility with respect, and to comply promptly and courteously with all requests by library staff.

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1. Children under 10 years old must be accompanied by a responsible caregiver aged 16 years or older.
2. Patrons may not loiter and/or impede access to the library or premises. Park bicycles only in the designated bike rack.
3. Smoking, chewing, and rolling tobacco products, including e-cigarettes is not allowed on library property.
4. Only authorized service animals and program animals are allowed in the building.
5. Wear shoes and clothing that provides appropriate body coverage.
6. Disruptive or offensive behavior such as swearing, using abusive or offensive language, throwing things, running, fighting, harassing or annoying other patrons through boisterous activities, staring at, or following another person about the building, telephone conversations or playing audio equipment so loud that others can hear, singing or talking loudly to others or in monologues is not allowed. Disruptive or offensive behavior is determined at the discretion of library staff.
7. Covered drinks are allowed in the library. Only food items supplied by the library are allowed.
8. Prolonged or habitual sleeping is not allowed on library property.
9. Patrons using heavy fragrance or with bodily hygiene so inadequate as to create a nuisance may be asked to leave the building.
10. Bathing, shaving, laundering, and improper use of restrooms is not allowed.
11. The lower level of the library is closed to the public unless in use for a meeting, program, or event.
12. Personal belongings must be attended at all times. Responsibility for lost, stolen, or damaged items rests with the owner.
13. Consumption or possession of alcohol on library property is prohibited unless permitted for a special event. Persons exhibiting signs of intoxication or substance abuse will be asked to leave the premises.
14. Photographing, recording, or soliciting for any cause is not allowed without permission from the library director.
15. Furnishings, materials, and equipment are to be used for their intended function.
16. Firearms are prohibited on library property unless in possession of a sworn law enforcement officer. Signage is posted at entryways pursuant to 430 ILCS 66/65.

**Evergreen Park Public Library**  
9400 S. Troy Avenue  
Evergreen Park, IL 60805



708.422.8522  
[evergreenparklibrary.org](http://evergreenparklibrary.org)



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**Enforcement of Rules of Conduct**

- In the event a patron does not comply with one or more of the Library Rules of Conduct, the initial enforcement step will ordinarily take the form of a verbal warning to the patron by library staff.
- If a patron's violation of the Conduct Rules continues, staff or security personnel may ask the patron to produce personal identification. If the patron does not comply with this request, he or she may be asked to leave the library premises. Failure to leave the premises upon request may result in the police being summoned.
- Library staff may also summon police whenever they deem it necessary or advisable to do so to address a person's misconduct.
- Violations of the Conduct Rules may result in the restriction or termination of library privileges, including use of computers and other library resources. Failure to comply with the Library's Conduct Rules may also result in exclusion from the library for a period of one day to 90 days depending on the nature of the misconduct and whether the patron has been previously cited for violating the Library's Conduct Rules. A patron who has engaged in chronic misconduct or abusive behavior may be excluded from the library permanently. Depending upon the nature of the misconduct, failure to comply with the Conduct Rules may also result in arrest and prosecution.
- Before a patron is excluded from the library for a period of more than one day, he or she shall be given an opportunity to discuss the basis for the exclusion with the Library Director or the Director's designee.
- A patron who is excluded from the library for a period of more than one day shall be notified of the exclusion by letter stating the rule violation upon which the exclusion is based. The letter notice of exclusion shall also inform the patron of the procedure for requesting review of and an opportunity to be heard on the exclusion by the Library Director on written request made within 10 days of the date of the exclusion notice. The Library Director's decision on any appeal shall be final.
- The letter notice of exclusion shall be transmitted by registered or certified mail, return receipt requested, or by receipted-for delivery by Library Staff, or by police acting in consultation with the library. A copy of the letter and the patron's receipt for it shall be filed with the library's incident reports documenting the misconduct. The period of exclusion shall begin on the day the letter is signed for or delivered to the patron whichever is earlier.

**Approved by the Evergreen Park Public Library Board of Trustees, 2007**  
**Revised 2009**