



**Glenview
Public
Library**

Patron Behavior Policy

Purpose

The Glenview Public Library encourages all community members to use the Library and experience it as a welcoming and safe place to be. To ensure that all people can utilize the Library without unnecessary disturbance, all visitors must behave in a manner that respects the rights of all users.

Policy

1. Disruptive behavior is any patron behavior that interferes with the regular operation of the Library or which unreasonably interferes with another patron's ability to use the Library.
2. The Glenview Public Library reserves the right to require anyone who engages in disruptive behavior to leave the premises, the right to restrict privileges for a period of time as herein specified, and the right to ban the individual from the Library either for a period of time, as herein specified or permanently.
3. Persons who violate any of the provisions of this policy may receive a warning from library staff or security personal and an opportunity to cease the violation or leave the library.
4. In more serious cases, the Library Director may also impose restrictions or suspension of library privileges and banning from the library for a period of one day to one year. Banning from the library premises for periods exceeding on year may be imposed by the Library Board of Trustees.
5. Violations of this Policy which are also violations of federal, state or local law may also result in arrest and prosecution under those laws

6. Patrons who have been banned or whose privileges are suspended for more than 30 days may appeal the suspension by sending a written appeal letter to the Library Board. The appeal should be either mailed or emailed to the Library Board of Trustees. The Library Board will consider the appeal at their next scheduled board meeting. The decision of the Library Board is final.

Board of Trustees Glenview Public Library
1930 Glenview Rd
Glenview, IL 60025-2848
boardoftrustees@glenviewpl.org

Guidelines

1. Behaviors or activities that are illegal and/or threaten the safety and wellbeing any individual in the library are prohibited. Examples of behaviors that fall under this category are:
 - Engaging in any activity in violation of federal, state, local, or other applicable law.
 - Bringing firearms or other dangerous weapons of any type (except by law enforcement officers) into the Library or anywhere on library property.
 - 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.
 - Using, selling or possessing alcohol, marijuana, or illegal drugs 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.
 - Engaging in obscene acts or sex acts or indecent exposure.
 - Leaving any young child aged 7 or under in the library without supervision by the child's parent or legal guardian or by a responsible caregiver who is at least 13 years of age and who has been approved by the young child's parent or legal guardian.

- Running, pushing, shoving, throwing things, challenging to fight or fighting.
 - 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).
 - 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.
 - Bringing recreational equipment including bicycles, scooters, and skateboards, roller skates or roller blades into the Library.
2. Behaviors or activities that unreasonably interfere with library patron or staff comfort, safety, use, or quiet and peaceful enjoyment of the Library are prohibited. Examples of behaviors in this category included:
- Using a cell phone or mobile device in a way that is disruptive to others.
 - Entering the Library barefooted, without a shirt, or with offensive body odor or lacking personal hygiene.
 - Entering the library with 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.
 - Unhygienic behavior such as spitting, clipping nails or changing diapers in public areas.
 - Smoking, vaping and using other tobacco or marijuana products inside library facilities or within 15 feet of any entrance.
 - Blocking aisles, doorways, stairways, elevators or leaving personal property unattended.
 - Running power cords along the floor in areas where people walk.
 - Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized.
 - Lying on the floor/ furniture or resting feet (with or without shoes) on the furniture.

- Electioneering, or soliciting political donations, or signatures for petitions inside the facilities or within 15 feet of any entrance.
 - Selling and or soliciting for commercial purposes inside the facilities or within 15 feet of any entrance.
 - Selling commercial merchandise to promote library-related programs without prior permission from the Library Director.
 - Selling goods and merchandise by non-profit organizations inside the facilities or within 15 feet of any entrance.
 - Creating disruptive noises such as loud talking, screaming or banging on computer keyboards.
 - Using audio devices without headphones or with headphones set at a volume that is disturbing to others.
 - 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.
 - Utilizing the Youth Services Department without children or without the intent to retrieve youth materials.
 - Refusing to leave a computer after session has been terminated, or creating a disturbance while using Library equipment.
 - Refusing to leave the building and/or library computers during an emergency evacuation.
 - Refusing to vacate a Study Room without an existing reservation or after a session has ended.
 - Gambling and participating in other similar group activities which are a disturbance to the library environment and other users.
 - Parking vehicles on Library Premises for purposes other than use of the library.
3. Behaviors or activities that result in the damage of library materials, facilities or resources are prohibited. Examples of behaviors in this category include:

- Stealing, damaging, altering, or using inappropriately, any library materials, facilities, equipment or property.
- Bathing, shampooing or doing laundry in library restrooms.
- Use of open flame or any burning/heating elements.
- 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.
- 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 without prior authorization by the account holder for any purpose, including reserving for accessing computers.

*Adopted by the Glenview Public Library Board of Trustees on October 16, 2008 Revised:
November 17 2011; November 15 2012; March 17, 2022*