

**Behavior Policy***Effective Date: 8/05**Reviewed & Revised: 3/11***Page 1 of 3***Policy No: 2.6***Policy****Code of Conduct**

The Board of Trustees of the Ela Area Public Library District has the right to establish and enforce regulations that will render the services, develop the collections, and maintain the facilities of the Ela Area Public Library to the benefit of the greatest number of users. While in the Ela Area Public Library or on Library property, members of the public are to conduct themselves at all times in a manner that does not interfere with others. Anyone who disregards these regulations is subject to removal from Library property and/or restrictions of Library privileges.

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**Guidelines**

The staff and board of Ela Area Public Library strive to provide a library atmosphere that is comfortable, welcoming, and inviting while still maintaining areas that are conducive to quiet study and reflective reading. To further these ends, guidelines have been developed for patron behavior.

**Guidelines include but are not limited to the following:**

**THROUGHOUT THE LIBRARY AND ON LIBRARY PROPERTY:**

- Noise level should be maintained at a level that is neither disturbing to other patrons in that area of the library nor disruptive to library service.
- As per Illinois Public Act 095-0017, smoking is not allowed anywhere in the library and is banned within 15 feet of building entrances and air intakes. The library is a smoke-free building, and the patios are considered an extension of the building.
- Relocating or inappropriately using the library furniture is not allowed.
- Trash cans are located throughout the public areas of the library and on the patios and should be used for all litter. Recycling bins are available for paper products.
- Running or throwing any object is not allowed anywhere in the library.
- Other patrons or staff should never be subjected to harassing behavior. Abusive language and/or physical contact are causes for immediate expulsion. The police may be called if staff feels it necessary.
- Children eight years of age and under must be closely supervised at all times by a responsible person who is at least fourteen years old.

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- Patrons must wear shoes and shirts in the library.
- Do not leave personal items unattended.
- Writing on furniture, defacing library materials, damaging equipment, or committing any other act of vandalism to library property is strictly forbidden.
- Recreational use of skateboards, roller blades, and other sporting equipment is not allowed on library property.
- Selling, soliciting, or loitering is not allowed on library property.
- Distributing leaflets or posting of notices not authorized by library administration is prohibited anywhere in the library or on library property.
- The sidewalks outside the Library are a public forum. People are allowed to ask patrons to sign nominating petitions, etc., but no one may interfere with patrons' entry into the building or approach them in any manner which might be considered harassing.
- Animals are not allowed in the Library except for assistance animals (seeing-eye dogs, etc.)
- The public services staff may make the decision to close the patios if inappropriate behavior is observed.

**QUIET FLOOR (2<sup>ND</sup> Floor)****This entire floor is intended for quiet study**

- Patrons twelve and over who need to be able to talk to complete a project may use the Quiet Study Rooms. These rooms are intended for quiet, productive work: use of the rooms will be denied to those who abuse their privileges.
- The Marian Milling Reading Room is intended for quiet reading and studying. Please respect your fellow patrons and refrain from talking in the Reading Room.
- No food may be consumed on the 2<sup>nd</sup> floor.

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The library staff enforces the above guidelines. When problems arise, the following actions will be taken:

*In most cases, a warning will be given when behavior is unacceptable.*

*If the unacceptable behavior is not corrected, disciplinary action will be taken.*

*These include separating patrons, expelling them from the library, contacting parents, or, in extreme cases, contacting the police.*

**In Selected Areas:**

**Cell Phones:** Patrons may use cell phones throughout the first floor area and on the patios, except for the Children's Computer Lab, as long as a **moderate** voice level is maintained. Please do not make or receive phone calls on the second floor. Please silence your phone on the second floor. Cell phones usage is not allowed in any of the restrooms in the Library.

**Food:** Drinks and snacks are not allowed near any computer. No food is allowed on the second floor.

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