

Behavior Policy*Effective Date: 8/05**Reviewed & Revised: 03/17***Page 1 of 3***Policy No: 2.6*

Policy**Code of Conduct**

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. 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 restrictions of Library privileges and/or removal from Library property.

GUIDELINES THROUGHOUT THE LIBRARY AND ON LIBRARY PROPERTY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Behaving in a way that disrupts or interferes with the normal operation of the Library or disturbs Library users or staff is not allowed. This includes, but is not limited to, rowdiness, running, throwing objects, cursing, using threatening language or other inappropriate behaviors.
- Harassing Library staff or users, including verbal or physical harassment or abuse is not permitted.
- Obeying reasonable requests of a Library staff member or security monitor is expected. 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. Acceptable noise levels vary by zone through-out the Library.
- The Children's area and the Teen area are dedicated spaces specially designed to serve the needs of minors and their caregivers. Unaccompanied adults may be asked to relocate by library staff.
- Covered drinks and snacks are allowed in designated areas but not near any computers.
- Relocating or inappropriately using the Library furniture is not allowed.
- Defacing or damaging Library property or committing any other act of vandalism is strictly prohibited.
- As per Illinois Public Act 095-0017, smoking is not allowed anywhere in the Library or on the patios and is banned within 15 feet of building entrances and air intakes. E-Cigarettes are also not permitted.

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- Disturbing others with offensive odors to the extent that the use of the Library facilities, collections or services is disrupted is not allowed.
- 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.
- Patrons must wear shoes and shirts in the Library.
- Personal items are not to be left unattended. The Library is not responsible for items left unattended, and may report suspicious items to law enforcement.
- 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, answer surveys, etc. To help ensure safe and unrestricted access for all library visitors, this activity shall not occur inside the entry vestibule or within 8 feet of the vestibule's doorways (the area from the security gates to the outdoor pillars).
- No one may interfere with patrons' entry into the building or approach them in a manner which might be considered harassing.
- The only animals allowed in the Library are working service animals as defined by Title II of the Americans with Disabilities Act (seeing-eye dogs, etc.).
- 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.
- Groups larger than four may be asked to book a study or meeting room.

Vulnerable Adults

The Library is concerned for the safety of vulnerable adults in and around the Library. A vulnerable adult is someone who is age 18 or older with mental or functional limitations and requires adult care. A parent, guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits. Vulnerable adults who can understand and follow the Behavior Guidelines and who can care for themselves are welcome to be in the Library unattended. For emergency situations, they are encouraged to have contact information with them for someone who can assist them.

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Enforcement:

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.
- Disciplinary action includes separating patrons, expelling patrons from the Library, contacting parents of minors, contacting the police, or banning from the Library for a period of time.