

LIBRARY CONDUCT

Adopted: October 1984

Revised: June 2026

Last Reviewed: June 2026

To provide a safe and appropriate environment for all patrons, enabling full use of library facilities, the board of trustees has adopted the following rules and regulations. Patrons may expect the library to operate in the best interest of all users, to receive courteous service without unreasonable interference or disturbance from others, and to consult staff as needed regarding information of services. The library is intended for reading, studying, using library materials and resources, or participating in library-sponsored programs and events. Patrons using the library for purposes other than those stated may be required to leave the premises. The board of trustees authorizes staff and law enforcement officers to enforce this policy, up to and including suspension of library privileges, permanent exclusion from the library, or prosecution.

Security monitors are in place to assist staff in addressing disruptive behavior promptly and to enhance the physical security of the library, its property, staff and patrons. Immediate action is taken to address problematic behaviors to ensure the safety of all patrons and staff. The library does not permit weapons outside of law enforcement. Staff are required to notify the appropriate authorities if they have reason to suspect that there is evidence of abuse or neglect.

Disruptive Behavior

Disruptive behavior is prohibited in the library or on library property. This includes but is not limited to: inappropriate, abusive or loud language; fighting; running; failure to comply with staff requests; littering; loitering; jumping on furniture; offensive body odor; gathering in groups that disturb other patrons or staff; repetitive discussions of personal opinions; using personal audio equipment at a volume audible to others; and inappropriate or repeated entry into staff-only areas.

More serious disruptive behavior includes, but is not limited to: activating fire or emergency alarms without cause; theft; defacing or damaging library property; vandalism; threatening staff or patrons, operating under the influence of alcohol or controlled substances; violating public law; and acts of public indecency.

Public Use of Library Telephone

Library telephones are for library business only, however, there are situations where the public is allowed to use them including:

- Contacting parents or family members to inform them of injury or illness or due to an emergency.
- Children calling to be picked up from the library or to inform parent/guardian of the child's location.

Cell Phone Usage in the Library

Cell phone use is prohibited in the library and should be turned off or set to "vibrate" when entering the building. The vestibule area may be used to make short, quiet phone calls. Loud or extended conversations should be taken outside. Staff will ask patrons to leave the library if the patron does not comply with this policy.

Disruptive Behavior

A patron exhibiting disruptive behavior will receive up to two verbal warnings with a request to leave if non-compliant and therefore will result in police notification. Refusal to comply will require immediate departure and a ban for the remainder of the day. Violations may result in suspension of library privileges.

Banned Patrons

The director may ban patrons for up to 30 days for disruptive behavior, willful damage to property, or violation of public law on library premises. Multiple bans or serious offences will be referred to the board of trustees for consideration of a long-term ban.

The Public Library Act grants the board of trustees authority to carry out the act's intent in maintaining the library and providing services, including the power to exclude any person who willfully violates an ordinance or regulation.

Staff will document all instances requiring departure or banning in a ledger. Banned patrons are prohibited from library property and lose all privileges until the ban expires. For monetary damage to library or patron property, privileges are suspended until restitution is made.

Offenses resulting in banning on two occasions within 30 days, or bans with police involvement, will result in patrons receiving a 30 day ban. Attempted entry during a ban will prompt police intervention. A current day ban with attempted re-entry results in an immediate 30-day ban. A current 30-day ban with attempted re-entry will be referred to the board of trustees for a long-term ban. Two 30-day bans within one year will be referred to the board of trustees for further long-term action.

For minors, the parents/guardians will be notified immediately by phone and in writing within two business days. Appeals must be submitted in writing to the library director and the board of trustees. Notification of board of trustee action will be provided within two business days following the next scheduled regular board meeting.

Unattended Children

The library encourages children to use its facilities and services. As a public building with unmonitored entry and exit, the library cannot guarantee safety and does not provide childcare.

Children under age 10 must be supervised at all times by a parent or guardian. Staff are not responsible for monitoring or reporting children's presence or activities.

Security Cameras

The library has a significant interest in maintaining the safety and security of its patrons, staff, and property. The purpose of this policy is to govern the location of the security cameras, identify who may access live and recorded camera footage and for what purpose, provide guidelines for the retention of recorded footage, and protect individual privacy.

Location of Security Cameras

Security cameras are positioned in interior and exterior locations determined by the library director to best accomplish the purposes of this policy. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.

Signage

Signage will be posted at entrances to the library alerting patrons and staff to the use of security cameras for monitoring and recording on library property, both inside and out.

Viewing

Administration and the library board president ~~will~~ have access to live and recorded security camera footage. The library director may designate in writing one or more employees to also have access to live and/or recorded footage subject to any restrictions the director may impose.

Access to footage is allowed by law enforcement when pursuant to a subpoena, court order, as required by law such as situations involving imminent danger to public health and safety or as determined by the library administration. The library does not routinely monitor live or recorded footage.

Use

Security cameras are in use to:

1. Discourage illegal behavior and violations of policies.
2. Provide recorded footage to assist law enforcement and staff in enforcing policies and in prosecuting criminal activity.
3. Complete operational checks. The frequency and length of viewing will be based on the need to assure the system is operating or to ascertain if footage is available relative to a specific incident including occasional spot checks of the recorded data.

Cameras will not be used for the purpose of routine employee performance evaluations.

Controlled Access

The recorded data is considered confidential and secure. Administration may use live and recorded footage solely for the purposes of enforcing and administering policies. Other employees with authority to view live and/or recorded footage may do so subject to restrictions imposed by the library director.

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security/operational concerns. In the discharge of such duties, authorized staff are permitted to connect the recorded digital image with identification data available on the library's database.

Unauthorized Access and/or Disclosure

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.

A breach of this policy may result in disciplinary action up to and including dismissal. Any staff who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach has a responsibility to immediately inform the library director.

Freedom of Information Act (FOIA)

Recorded footage is a public record subject to the Freedom of Information Act (5 ILCS 140/1, et seq., "FOIA"), and may be released subject to any applicable exemptions. All requests received by the library for inspection or copying of recorded footage should be forwarded to the library's FOIA officer for review and response.

Records Retention

Recorded footage is a public record subject to the Local Recorded Act (50 ILCS 205/1, et seq. "LRA") and will be retained pursuant to the library's approved records retention schedule.

Disclaimer of Responsibility

A copy of this policy may be shared with any patron or staff upon request. The policy is also posted on the library's official website. Questions from the public may be directed to the library director. The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras will be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.