

POLICY REGARDING THE USE OF LIBRARY FACILITIES

The Waukegan Public Library Board of Trustees adopts the following policy regarding the Use of Library Facilities.

I. Purpose.

In order to provide a secure and comfortable environment for all library customers and employees, the library reserves the right to respond to any and all conduct that disturbs library customers or employees, or that hinders others from using the library or library materials.

Patrons can, in return, expect the following from the library and library staff:

- To receive helpful, prompt, and knowledgeable service;
- To foster a welcoming and inclusive environment for all people of all backgrounds; and
- To provide fair enforcement and assistance to ensure a safe environment.

II. Conduct at the Library.

Patrons are expected to treat others, spaces, materials, and services with respect. Disruptive behavior affecting customers or staff is prohibited. Such disruptive and prohibited conducts shall include, but is not limited to:

- Fighting, threatening the safety of others, or provoking violence;
- Harassing or inappropriate language or behavior (including during online or phone interactions);
- Damage to, or destruction or theft of library materials or property;
- Being under the influence or in possession of alcohol, cannabis, or any illegal substance;
- Smoking, vaping, use of tobacco products, or use of cannabis inside the library or within 30 feet of entrances, exits, air intakes, or designated outdoor seating areas
- Possession of weapons or look-alike weapons;
- Bathing, shaving, or washing clothing in public restrooms or other areas;
- Prolonged or habitual sleeping;
- Soliciting of any type inside the library;
- Bringing pets or animals into the library, other than authorized service animals;
- Disorderly, disruptive, or unruly conduct; or
- Any other unlawful conduct, or any other unacceptable conduct as determined by library management or person-in-charge

Covered beverages are allowed in library buildings; however, eating is limited to designated lobby and vending areas. Drinking alcoholic beverages on library property is prohibited. Using drugs on library property is prohibited. Entering the library in a perceived or actual state of intoxication or in a perceived or actual state of being under the influence is prohibited.

Customers are expected to wear appropriate clothing and footwear at all times.

The use of cell phones and other electronic devices is permitted at a reasonable volume that does not disturb others.

Customers who disrupt others' use of the library due to offensive odor will be asked to leave, and will be welcomed back once the odor has been addressed.

Campaigning and petitioning are permitted outside library buildings and on public sidewalks, as long as other customers are able to enter and exit the library without interference. In the event the library is utilized as a polling place, no Election Day political campaigning or electioneering is permitted.

III. Enforcement.

Enforcement of the General Rules of Conduct, in division II of this policy, will be conducted fairly and reasonably. A person whose behavior violates any of these rules will be informed of the rules and asked to cease the behavior. Staff will be trained in de-escalation protocols, and will make every reasonable effort to resolve issues with the patron.

The library reserves the right to require anyone violating the General Rules of Conduct or refusing to comply with staff instructions to leave library property. Serious or repeated misconduct may lead to the person having his or her library privileges limited or suspended for a period of time depending on the severity of the offense. The library reserves the right to contact emergency services as deemed necessary and appropriate, and staff should liberally construe this to protect their safety and that of other library patrons.

A person whose behavior violates any of these rules may be asked to provide identification, including their library card. Refusing to provide identification or giving false information may result in being required to leave the premises, or in having library privileges limited or suspended.

A person responsible for damage to, or destruction or theft of library property will have his or her library privileges suspended immediately. Privileges are not eligible to be reinstated until the person has compensated the library for the full cost of damage, destruction or theft.

A person who feels his or her library privileges have been wrongly limited or suspended by the Executive Director or their designee may appeal the decision in writing to the Waukegan Public Library Board of Trustees. The decision of the Board will be final.