



BEHAVIOR POLICY

POLICY STATEMENT:

The Rock Island Public Library is designed for the use of all members of the public. Patrons are expected to observe the rights of other library users and to use the library for its intended purpose.

PROCEDURES:

The Library Board of Trustees of the Rock Island Public Library authorizes any/all personnel to enact the following methods of dealing with behavioral problems in the library:

- **Warning** - Unless the behavior is of a criminal nature or poses a threat to others, patrons acting inappropriately will be given one warning. If their inappropriate behavior continues, they will be asked to leave the library for the rest of the day. Inappropriate behavior is anything listed in the regulations section of the Behavior Policy. More generally stated, it is when a person's behavior is inappropriate to the use of the library building, equipment, and materials for the purposes for which it is legally constituted.
- **Banned** - Patrons who refuse to behave after the warning process will be banned from the library. Depending upon the situation, the library has the option to ban the patron on a permanent or temporary basis. A banned patron may petition the Library Director to be reinstated 6 months following the ban.
- **Trespass** – Trespassing a patron is a permanent ban, and requires police intervention. If a patron has been warned twice, or was previously temporarily banned and allowed to return, yet continues with the behavioral issue, then the staff person will call the police and have the patron permanently banned from all Rock Island Library locations. However, if the behavior is criminal in nature or poses a serious threat to others, staff has the autonomy to trespass the patron without going through warning and temporary-banning process.
- **Calling the Police** – In cases where a patron poses a clear danger to self or others, or where he/she deliberately violates the law, or where he/she refuses to leave the library after being required to do so, staff should call the police department for assistance.
- **Write an Incident Report** – Each staff person witnessing any incident will write an incident report and submit it to their supervisor.

REGULATIONS:

The following are prohibited in the library:

1. Abusive, foul or obscene language.
2. Violation of any local, state, or federal law as it pertains to the library:
 - a. Smoking in the library or within 15 feet of library entrances, exits, and ventilation areas. (Visit Smoke Free Illinois online at the Illinois Department of Public Health website).
 - b. Vandalism or deliberate destruction of library materials, equipment, facility, furniture, grounds, etc.
 - c. Theft of library materials or the personal property of other persons.
 - d. Accessing internet sites that are prohibited by law.
 - e. Consumption or possession of alcoholic beverages, or use or possession of controlled substances on library grounds, or being under the influence of alcohol or controlled substances.
3. Deliberate disruption of library procedure.
4. Sleeping.
5. Any behavior that endangers the safety or health of any person.
6. Any person other than a law enforcement officer from entering or remaining in the library while carrying a dangerous weapon.
7. Behavior or conversation that is disorderly, loud, or boisterous.
8. Behavior that is willfully annoying, harassing, or threatening to another person.
9. Deliberate use of library facilities for inappropriate purposes, such as bathing or sexual activity.
10. Use of the library site or parking areas for inappropriate purposes, such as rollerblading, skateboarding, loitering, etc. Bicycles are to be placed in the bike rack in front of the building. No bicycles, scooters, wagons, etc., are to be brought into the building or to be left blocking or creating an obstacle to getting into or out of the building. Any such items will be removed to the bike rack.
11. Inappropriate dress, such as bare feet, no shirt, roller blades, etc.
12. Solicitation of funds or panhandling.
13. Campaigning, petitioning, interviewing, or surveying patrons or staff in a manner that is disruptive to library activities.
14. Poor hygiene that interferes with the orderly operation of the library or with the ability of other patrons to use and enjoy the facility.
15. Gaming in the adult areas of the library, including: cards, chess, checkers, dice, etc., unless it is an approved library event.
16. Pets or animals, unless they are part of a sponsored exhibit or program; or if needed for mobility (such as a guide dog).
17. Access to the rest room adjacent to the Children's Library, unless a child or parent of a child visiting the library.
18. Unauthorized patrons in staff areas, and/or patrons in staff areas without staff supervision.
19. Other kinds of behavior deemed inappropriate by the Library Director or his/her designated staff.

GUIDELINES:

Emergency Situations

An emergency situation can be defined as any situation in which a patron's actions present an imminent danger to the life or safety of him/herself or others. Such incidents include assault and other crimes of violence, or the threat or attempt to commit such crimes. A staff member who observes or receives a report of such behavior will call the police or 911 immediately.

Theft or Vandalism

When a staff member observes or receives a report of a patron attempting to steal or to maliciously destroy library property, the staff member will approach the patron or report the incident to the librarian-in-charge immediately. When and if the patron is apprehended, the librarian-in-charge will discuss the problem with the patron in a reasonable manner. If it is determined that the patron has indeed stolen or vandalized library property, then the incident should be reported to the police. The library will prosecute anyone who steals or maliciously destroys library property.

Phone Use

Patrons who are required to leave and who do not have transportation home will be allowed to make a local phone call to secure transportation.

Unauthorized Patrons in Staff Areas

Patrons are not allowed in staff areas, due to confidentiality reasons. The exceptions to this guideline include: former employees meeting with current staff, family members visiting for a brief amount of time, officials who are being toured by library staff, board members who are here for library business, and others who are here for official library business. Staff who need to converse with patrons in a private setting are asked to use the small meeting room, microfilm room (if empty), or rotunda.

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BOARD APPROVED:

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