

Arthur Public Library's Patron Code of Conduct

The Board and staff of the Arthur Public Library District is committed to providing all of our patrons with a safe, pleasant, comfortable environment in which to learn and be entertained. The Board of Trustees has established the following Code of Conduct to protect the rights and safety of ALL library Patrons and staff. We also wish to seek to protect library materials, equipment, and property. All policies apply to all public spaces in the Library, including Meeting Rooms.

The Library requests that all patrons:

- Respect the rights of patrons, library staff, and library property.
- Respect one another's personal space and privacy.
- Respect the rights of Library staff to work in a calm environment, free from harassment.
- Remember the library is a public shared space, used by all members of our community.
- Be aware of noise levels and do not disturb others. Conversations should be conducted quietly, head-phones should be turned to appropriate levels, and cell phone conversations should be taken to the lobby or outside.
- Be aware that Skype or other forms of video chat are not permitted on library computers or on a personal computer outside of designated areas, as the noise of the conversation can disturb other users and who may be viewable on the web-camera without their consent.
- At no time is the use of a web-camera permitted.
- Keep library entrances clear. Do not congregate near doorways or park bikes, skateboards, etc. in front of the doorway.
- Leave pets at home. Service animals are always welcomed by the library, but they should be clearly identified as a service animal. All other pets should not be brought indoors. Other pets should not be left outside the doorway. Animals may occasionally be present at library programs, with permission from the Library Director.
- Park bikes in the appropriate rack. All skates, skateboards, etc. should be picked up and carried while in the library.
- Throw trash in appropriate waste cans.
- Wear a shirt, shoes, and other proper attire. Clothing that uses objectionable language may not be worn on library premises.
- Food and drink are to be confined to the Reader's Lounge, Meeting Room or Lobby.
- Keep library furniture in place.
- Keep personal items with you at all times. Library staff cannot monitor your personal property. The Library staff is not responsible for lost, damaged or stolen items. Items left at the library that go unclaimed (other than personal ids) after two weeks will be donated to charity or discarded.
- Comply with the Library's Computer and Internet Policy regardless of whether you are using a library computer or your personal computer.
- Obey all applicable state, federal, and local laws.
- Follow the policies, procedures, and guidelines as written or directed to by staff.

The Library requests that patrons refrain from the following behaviors, which are unacceptable or illegal.

- Do not disturb others by:
 1. Loud or disruptive behavior.
 2. Using profanity or abusive language.
 3. Rough play or violence of any kind.
 4. Public displays of affection.
 5. Skating or using athletic equipment inside (basketballs, etc.).
 6. Extreme lack of hygiene or excessive use of perfumes or colognes.
- Downloading, printing, or viewing material that violates federal, state, or local laws.
- Stealing library property including, but not limited to, books, computers or furniture.
- Damaging or attempting to damage library property.
- Violating copyright laws or licensing agreements.
- Violating policies or guidelines.
- Any other illegal activity not mentioned above.
- Eating or drinking in the computer areas.
- Loitering on Library property.
- Drinking alcoholic beverages on library property or using illegal substances.
- Selling, panhandling, or charitable soliciting unless specifically permitted by the Library Director.
- Inappropriate bathroom usage, including bathing, shaving, or clothes washing.
- Leaving children under the age of 8 unattended by a responsible adult.
- Distributing or posting any printed materials unless specifically permitted by the Library Director.
- Removing or attempting to remove any library materials without proper checkout.
- Possessing weapons in the Library unless authorized by law.
- Photographing of/or recording for any purpose unless specifically permitted by the Library Director.

The Library Reserves the Right to:

- Limit group size based on available space and noise level of the group.
- Inspect any bags or backpacks.
- Deny access to those found in violation of the policy.

If there are problems, the Library may (but is not limited to) the following actions:

- Ask you to discontinue the problem behavior.
- Ask you to leave the Library property for the day.
- For serious problems, the Library may ban you from the property for a period of time ranging from one week to one year, depending on the severity of the issue.
- The police may be called for illegal activities, disturbances, or disruptive behavior.

The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act of establishing and maintaining the Library and providing library services, and the specific power to “exclude from the use the library any person who willfully violates a policy or regulation prescribed by the Board.” 75 ILCS 16/30-55.55

Unattended Children

Parents are responsible for the behavior of their children while they are in the Library. The Arthur Public Library staff is committed to helping children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers, or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child.

When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police. The staff person will stay with the child until the police arrive.

Children may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct, and demeanor.

Unattended Children after hours

In the event a young person is still at the library 15 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach parents or other caregiver, but in no instance will staff take young people home.