

### 3.02 LIBRARY RULES

The Board of Trustees of the Niles-Maine District Library believes that all people have the right to use the materials, services, and facilities of the Library without disruption from others. Patrons and staff also have the right to a secure and comfortable environment. Any action that materially and substantially interfere with the operation of the Library, such as those that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted. The following Library Rules have been established to maintain these rights:

1. The use of the Library or its services may be limited when excessive demands of groups or individuals tend to curtail services to the general public.
2. The use of the Library or its services may be denied for due cause. Such cause includes but is not limited to disturbance of other patrons or any other objectionable conduct on Library premises. All behavior that is disruptive, such behavior not in accordance with the normal use of the Library or that hinders the use of the Library for another person is prohibited. This includes, but is not limited to indecent behavior, offensive or unbecoming conduct or language, blocking the stairways or entrance or exits, and verbal or physical harassment including stalking, staring, lurking, offensive touching and engaging in or soliciting any obscene acts, such as sex acts and indecent exposure. Viewing internet images that display nudity in a sexual context or sexual activity is prohibited.
3. In dealing with disturbances, the staff will take appropriate action under the circumstances and follow the below procedure:
  - a. issue an initial warning to tone down the level of talking or stop the disturbance;
  - b. issue a second warning including a statement that any further disturbances will be grounds for ejection; and
  - c. if necessary, request that the patron(s) leave the premises. An incident report will be filed whenever this action is taken (*see Appendix C: Forms*). Library personnel will take into consideration the health and safety of all patrons when implementing this policy.

If patrons do not comply with a request to leave, the Person-In-Charge of the Library shall be contacted and the Police Department called to handle the situation.

4. Smoking, the use of chewing tobacco and electronic smoking devices is prohibited in all areas of the Library building.
5. The use, possession, or distribution of controlled substances, drug paraphernalia, and the use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, is prohibited in all areas of the Library. Use of alcohol is only permitted at designated events with the approval of the Library Board and with appropriate Village licensing.
6. Animals, except for service animals as defined by the ADA and animals used in specific library programming, are not permitted in the Library. The Library welcomes services animals, and service animals are permitted in any area of the Library where members of the public are permitted to go.
7. Parents are responsible for the behavior and welfare of their children while they are on Library property. Failing to provide proper supervision of children is prohibited. Minor children must not

be left at the Library at closing time. Any minor children left at the Library after closing time will become the responsibility of the Niles Police Department after notification by Library staff.

8. The violation of federal or state laws and local ordinances and/or Library policies will not be permitted on Library property. Theft, vandalism, and mutilation of Library property are criminal offenses that will be prosecuted. Mutilation of Library materials by marking, underlining, removing pages, removing electronic detection devices or in any way defacing Library property is prohibited. The Library reserves the right to inspect all bags, purses, briefcases, backpacks and other such items when staff members have cause to believe that this rule has been violated.
9. The possession or use of weapons is prohibited on Library property and in the course of Library-related activities except for law enforcement and/or security personnel while engaged in official duties is prohibited.  
For the safety and security of our patrons and staff, the Library prohibits hazardous materials and substances, including Infectious or biologically hazardous from being brought onto the Library premises except for Library business.
10. Entering unauthorized areas, remaining in the building after closing or when requested to leave is prohibited.
11. Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate impede the use of the Library by other users is prohibited.
12. Shaving, bathing and laundering clothes in the public restrooms is prohibited.
13. Entering the Library with equipment that presents a hazard, including but not limited to, bicycles, grocery carts, etc., is prohibited. Bikes must be parked in designated bicycle racks.
14. Users are not permitted to leave personal belongings when they leave the building. The Library is not responsible for any loss of user's personal belongings, through theft or otherwise.
15. Roller skates, roller blades, skateboards, cleats and other similar equipment may not be worn in the Library or used on Library property.
16. Patrons whose bodily hygiene is so offensive as to constitute a nuisance to others may be required to leave the building.
17. Patrons must have proper clothing and must wear shirts and footwear. Wear shoes or other footwear and clothing that provide appropriate body coverage at all times.
18. Failure to comply with the Library Rules or with a reasonable staff request may result in removal from the premises and exclusion from the Library for a period from one day to one year, or arrest and prosecution depending upon the nature of the misconduct. Violations may also result in restriction or termination of Library privileges, including use of computers and other Library resources. The Library Director will file a report with the Library Board in cases of continued, wanton or severe violations of Library policy and when all Library services are denied in excess of twenty-four hours to a patron for such violations. A patron who is excluded for a period of more than twenty-four hours may request in writing that the Board of Library Trustees review the decision at the next regularly scheduled monthly Board meeting.

19. The staff on behalf of the Library Board shall have the authority to exclude from the use of the Library any person or persons who willfully violate an ordinance or regulation prescribed by the Library Board.
20. To maintain a safe environment, adult visitors to the Youth Services Department/KidSpace who are unaccompanied by a child may be approached and questioned about the purpose of their visit. Visitors who are not actively using resources specific to the Youth Services Department may be asked to leave.
21. Selling products or services and soliciting donations are prohibited on Library property, except when approved by the Library Director.
22. The Library District will not display literature of individual candidates for office, or messages or information regarding campaign events, nor is the Library intended to be used as a mechanism for building support for candidates for public office or other ballot measures. This provision shall not prevent the display of information related to nonpartisan programs sponsored by neutral organizations or entities designed to inform and educate citizens of election issues and candidates. As such, the Library may allow display of published materials that provide an overview of all sides in an upcoming election, such as the *Voters Guide* from the League of Women Voters.
23. Display of any material does not constitute an endorsement by the Library District Board or staff, and the Library District makes no claim as to the accuracy of the material.
24. The Library District will not be responsible for acquiring materials, replacing them, or seeing that all issues are represented.
25. No campaign signage may be posted outdoors on the Library District building, grounds, or property.
26. Distribution of campaign literature, leaflets, position papers, survey-taking, collecting signatures on petitions, solicitation, fundraising, proselytizing and similar activities in the Library building or in the immediate area surrounding the entrance or exits of the Library building is prohibited. If engaging in these activities outside on Library grounds, patrons may not be disturbed or impeded by such activities as they enter or exit the building.
27. Public presentations by candidates for office or supporters of ballot issues are permitted in the Library District's meeting room only if they are sponsored by a non-partisan organization and all candidates or sides of an issue are invited to participate. Otherwise, public presentations by individual candidates or supporters or opponents of a ballot issue will not be held in the Library building.
28. The Library District's facilities may not be used as a campaign headquarters or meeting site for campaign committees."

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
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