



Patron Behavior Policy
ADOPTED DATE 3/25/2010
REVISED DATE 10/24/2024
REVIEW DATE 8/24/2017
REVISION # 6

# LIBRARY POLICY

## Patron Behavior Policy

### PURPOSE

Establishing reasonable rules to maintain an atmosphere of comfort and safety for the Library's patrons and staff.

### POLICY

The Frankfort Public Library District ("FPLD") is a public institution, and its patrons and staff are entitled to a comfortable and safe atmosphere.

**Public Safety:** The Library Board believes that Library patrons and employees have the right to a safe environment. Any person or condition which presents a threat to public and staff safety will be handled as an emergency situation and may require involvement of the Frankfort Police Department. The Library does not operate in loco parentis – a legal standing "in the place of parents." For their safety, children should be accompanied by an adult and be picked up before library closing times as detailed in the Library's Unattended Children Policy. The Library may impose specific health and safety requirements to insure the safety of staff and patrons.

**Protection of the Premises:** The Library Board believes that Library patrons and employees have the right to materials that are available and in good condition. Abuse or destruction of Library property will not be tolerated. Any willful act by a person which causes harm or damage to the Library premises, building, furniture, equipment, or materials is unlawful. All persons engaging in such acts shall be subject to the penalties of applicable ordinances and statutes. Beverages are only allowed with covers. Food is only allowed under approved conditions.

**Expected Standards of Behavior:** The Library Board believes that Library patrons have the right to use Library materials and services without being disturbed or impeded by other Library users. Any conduct that does not respect the rights of other Library visitors or staff will not be tolerated. Expected standards of behavior are defined as those which respect the rights of others, do not impede the work of users or staff, and which show care for Library property. No behavior is appropriate to the Library if it willfully disregards the rights of others, unnecessarily and unreasonably interferes with or distracts others, jeopardizes staff or public safety, or shows disregard for Library property.

Harassment of any kind or for any reason of a Library visitor or employee is prohibited. Harassment encompasses a broad range of verbal, physical, visual, or electronic behavior which may include, but is not limited to:

- Physical or mental abuse
- Racial insults
- Derogatory jokes
- Religious slurs
- Sexually suggestive queries or remarks
- Taunting
- Threats of violence

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To maintain a clean, safe, and welcoming environment for everyone, Library visitors must wear shoes and appropriate attire covering both the upper and lower torso at all times. Removing upper body clothing to expose the torso for the purpose of breastfeeding is not considered a violation of this policy. Visitors whose bodily hygiene constitutes a health hazard and/or interferes with the ability of others to use the Library, or that has the potential to damage Library furniture or other property, may be asked to leave the building until the hygiene issue is resolved.

Personal property is limited to what can fit under the Library furniture in use without blocking access to Library aisles, shelves, restrooms, doors, parking spaces, sidewalks, entryways, or furniture for other patrons. The Library is not responsible for items left unattended. Storage of non-Library items is not allowed, and unattended items may be disposed of.

Animals will not be permitted in the Library, with the exception of service animals, service animal trainees, and animals featured in programs sponsored by the Library. The Library reserves the right to question if a service animal is required because of a disability and what tasks the service animal has been trained to perform. Service animals must always be under the control of their owner, as required by the Americans with Disabilities Act. Service animals must meet the standard that they do not bark, growl, bite, or make any bodily messes in the Library.

Library staff have the right to impose time limits on the continuous use of Library resources when others are waiting to use these resources. Library programming and provision of service to all patrons takes precedence over individual use of facilities. For example, meeting rooms and study areas.

Inappropriate use of Library restrooms is prohibited, including but not limited to bathing, shaving, washing hair, or doing laundry. Library materials should not be taken into the restrooms. No more than one person at a time is permitted in a single use restroom or stall unless the user requires the assistance of a caregiver.

The Frankfort Public Library District is a smoke-free building. Smoking is prohibited within the building and within 15 feet from any entrance. This applies to the use of tobacco products, smokeless tobacco, vape pens, e-cigarettes, and any other products listed in the Smoke-Free Illinois Act, 410 ILCS 82. Cannabis may not be consumed on Library property. Cannabis may not be possessed on Library property, except in compliance with the Illinois Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/1.

Alcoholic beverages are not allowed anywhere on the Library premises, unless as part of a specific event which has been given pre-approval by the Library Board of Trustees as outlined in the Library's Alcohol in the Library Policy.

Anyone who violates these or other posted rules and regulations or who fails to comply with reasonable instructions from Library staff may be asked to leave and temporarily barred from using the Library by the Library Director or designee. The Library will actively pursue disciplinary action, prosecution, or other legal actions when necessary.

People identified as refusing to comply with the Patron Behavior Policy may be denied, with the approval of the Library Director or designee, the privilege of access to library property for an extended period. Failure to comply may result in involvement of the Frankfort Police Department. A patron whose privileges have been revoked for longer than one day may request in writing within one month of the exclusion date that the decision be reviewed by the Board of Trustees at the next scheduled regular Board Meeting.