

## **APPENDIX 3D - General Rules of Conduct**

Wilmette Public Library welcomes everyone with collections, resources, and experiences that enrich the lives of individuals and our community. In order to fulfill the library's mission and to provide a safe and welcoming environment for all library visitors and staff, the library reserves the right to respond to any and all conduct that disturbs library visitors or staff, or that materially disrupts others from using the library facilities, collections, and services.

### **Conduct at the Library**

Disruptive behavior affecting visitors or staff is prohibited, including but not limited to:

1. Interference with another person's ability to use and enjoy Library facilities and resources
2. Engaging in loud conversation or other behavior not conducive to a library environment
3. Fighting, threatening the safety of others, or provoking violence
4. Harassing, abusive, or inappropriate language or behavior (including in-person, online, or phone interactions)
5. Tampering with, damage to, or destruction or theft of library materials or property
6. Use of alcohol or controlled substances on library grounds
7. Smoking, vaping, use of tobacco products, or use of cannabis inside the library or within 15 feet of entrances, exits, air intakes, or outdoor seating areas
8. Possession of weapons, look-alike weapons, or hazardous materials
9. Bathing, shaving, or washing clothing in public restrooms or other areas
10. Prolonged or habitual sleeping
11. Moving or rearranging library equipment and furnishings
12. Soliciting of any type inside the library
13. Bringing pets or animals into the library, other than authorized service animals
14. Blocking entrances, walkways, restrooms, parking spaces, and other areas
15. Using the parking lot for purposes unrelated to visiting the library and using its services
16. Disorderly, disruptive, or unruly conduct or dangerous behavior
17. Leaving personal property unattended
18. Any other unlawful conduct, or any other unacceptable conduct as determined by library management or person-in-charge

Visitors may enjoy covered beverages throughout library facilities, and may consume snack food in meeting rooms, the snack area, and other designated areas only. Food and uncovered beverages are not permitted around library computers, technology equipment, or in study rooms.

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

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

Campaigning and petitioning are permitted outside library facilities on public sidewalks, as long as other visitors are able to enter and exit the library without interference. When the library is a polling place, the library will follow Cook County's rules for a Campaign-Free Zone.

Library resources must be properly checked out before removal from the premises. Visitors may be asked to provide proof of checkout.

## **Enforcement**

Enforcement of the General Rules of Conduct 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.

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 their library privileges limited or suspended for a period of time depending on the severity of the offense.

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 their library privileges limited or suspended.

A person who feels their library privileges have been unreasonably limited or suspended may appeal the decision in writing to the Board. The decision of the Board will be final.

Appendix 3D is referenced in Policy 3-4, and throughout library policies.

Approved January 18, 2022