

## Rules of Conduct

Revised November 2018

Evergreen Park Public Library welcomes all patrons to use the library's facility, collections, technology, and services. Help us to maintain a safe and productive learning environment by following the Rules of Conduct.

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1. A responsible caregiver must accompany a vulnerable adult or child under 10 years.
2. No soliciting, circulating petitions, panhandling, or loitering on library property.
3. Photographing and audio or video recording is allowed only with permission from the library director.
4. No prolonged or habitual sleeping on library property.
5. Wear shoes and clothing that provides appropriate body coverage.
6. No smoking, chewing, or rolling tobacco products inside or within 15 feet of the library entrance, including electronic and smoke-free cigarettes.
7. The possession or consumption of alcohol on library property is prohibited unless permitted for a special event.
8. Selling, soliciting, or using illegal drugs on library property is prohibited.
9. No food (except items supplied by the library). Covered beverages only.
10. No heavy fragrance or bodily hygiene so inadequate that others are prevented from using the library.
11. Do not bring more than 2 bags into the library, or bulky items that take up excessive space.
12. Only authorized service animals are allowed in the library.
13. The lower level of the library is closed to the public unless in use for a meeting, program, or event.
14. No bathing, shaving, laundering, or other improper restroom use.
15. Weapons of any type, including firearms, are prohibited on library property.
16. Park bicycles in the designated bike rack.
17. Attend personal belongings at all times. Personal belongings may not block aisles or interfere with use of the library.
18. No disruptive or offensive behavior such as swearing, using abusive or disrespectful language, throwing things, running, or fighting.
19. No harassing or annoying patrons or staff through unruly behavior, staring at, or following another person about the building.
20. No conversations (in-person or by phone) or playing electronic devices so loud as to disturb others.
21. Comply promptly and courteously with all requests by library staff. Violation of the Rules of Conduct may result in exclusion from the facility and/or suspension of library privileges. The police will be called in the case of illegal activity.

**Evergreen Park Public Library**  
9400 S. Troy Avenue  
Evergreen Park, IL 60805



708.422.8522  
[evergreenparklibrary.org](http://evergreenparklibrary.org)



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**Enforcement of Rules of Conduct**

- In the event a patron does not comply with one or more of the Library Rules of Conduct, the initial enforcement step will ordinarily take the form of a verbal warning to the patron by library staff.
- If a patron's violation of the Conduct Rules continues, staff or security personnel may ask the patron to produce personal identification. If the patron does not comply with this request, he or she may be asked to leave the library premises. Failure to leave the premises upon request may result in the police being summoned.
- Library staff may also summon police whenever they deem it necessary or advisable to do so to address a person's misconduct.
- Violations of the Conduct Rules may result in the restriction or termination of library privileges, including use of computers and other library resources. Failure to comply with the Library's Conduct Rules may also result in exclusion from the library for a period of one day to 90 days depending on the nature of the misconduct and whether the patron has been previously cited for violating the Library's Conduct Rules. A patron who has engaged in chronic misconduct or abusive behavior may be excluded from the library permanently. Depending upon the nature of the misconduct, failure to comply with the Conduct Rules may also result in arrest and prosecution.
- Before a patron is excluded from the library for a period of more than one day, he or she shall be given an opportunity to discuss the basis for the exclusion with the Library Director or the Director's designee.
- A patron who is excluded from the library for a period of more than one day shall be notified of the exclusion by letter stating the rule violation upon which the exclusion is based. The letter notice of exclusion shall also inform the patron of the procedure for requesting review of and an opportunity to be heard on the exclusion by the Library Director on written request made within 10 days of the date of the exclusion notice. The Library Director's decision on any appeal shall be final.
- The letter notice of exclusion shall be transmitted by registered or certified mail, return receipt requested, or by receipted-for delivery by Library Staff, or by police acting in consultation with the library. A copy of the letter and the patron's receipt for it shall be filed with the library's incident reports documenting the misconduct. The period of exclusion shall begin on the day the letter is signed for or delivered to the patron whichever is earlier.

**Approved by the Evergreen Park Public Library Board of Trustees, 2007**  
**Revised 2009**