



## **Patron Code of Conduct**

The purpose of the Morton Grove Public Library Patron Code of Conduct is to maintain a safe and pleasant environment for all library patrons. It also ensures access to library facilities, the safety of users and staff, and the protection of the library collection, equipment, and facility. The enforcement of these rules shall be by the Executive Director and/or designated library staff.

Patrons have the responsibility to use the library in a manner that a) does not interfere with the rights of other individuals to use library materials, resources, and services; b) does not limit the ability of library staff to conduct library business; and c) does not threaten the secure and comfortable environment of the library.

Prohibited conduct includes, but is not limited to, the following:

- Any act or conduct in violation of federal, state, or local law, ordinance, or regulations.
- Any act or conduct which constitutes a nuisance or disrupts service to other library patrons, volunteers, and staff.
- Behaving in a loud, boisterous, or disruptive manner.
- Fighting or threatening to fight.
- Running, pushing, shoving, or throwing things.
- Using sports equipment unless part of a planned program.
- Loud or disruptive conversations, either in-person or on a cell phone or other electronic device.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring at, following, taking unwanted photographs or videos, making suggestive or unwanted remarks, and/or offensive touching.
- Consumption of alcohol or controlled substances.
- Smoking, the consumption or use of any and all tobacco-derived or tobacco containing products, cannabis-derived or cannabis containing products, and vaping except in specifically designated outdoor areas as required by Illinois statute.
- Being shirtless, shoeless, or otherwise attired as to constitute a nuisance to other library patrons, volunteers, and staff.
- Emitting offensive odors or scents from self, personal belongings, or food items that constitute a nuisance to other patrons, volunteers, or staff.
- Defacing, marring, or damaging library materials, furnishings, equipment, or facilities, or using furniture or equipment in a manner that could cause harm to self, patrons, volunteers, staff, or personal or public property.
- Soliciting, petitioning, canvassing, posting notices, fundraising, or selling on library property unless authorized by the Executive Director or their designee.
- Impeding access to the building or an area of the building or blocking book stack aisles.
- Bringing animals into the library, except service animals.

- Leaving unattended personal items in the building. The Library assumes no responsibility for lost, stolen, or unattended personal items. Unattended or suspicious items may be removed from the premises without notice. All bags, containers, and other articles are subject to inspection.

Illinois law (75 ILCS 5/4-7(11)) authorizes the Library Board of Trustees to 'exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the board.' Failure to abide by the Morton Grove Public Library Patron Code of Conduct may result in loss of library privileges for determinate or indeterminate periods of time at the discretion of the Executive Director or his/her designee. Any patron whose privileges have been denied may have the decision reviewed by the Library Board of Trustees upon written request.

### **Amendment to the Patron Code of Conduct**

The consumption of any food in the Library is strictly prohibited.

This amendment to the Patron Code of Conduct shall remain in place until such time that the use of face coverings is deemed no longer necessary by the Illinois Department of Public Health, the Cook County Department of Public Health, and the Morton Grove Public Library Board of Trustees.

*Approved by the Morton Grove Public Library Board of Trustees on November 16, 2017;  
February 13, 2020; January 13, 2022*