



Patron Code of Conduct

Approved December 2015

Revised September 2017

Revised July 2020

The Board of Trustees of the Charleston Carnegie Public Library has established the following rules for patron conduct in the Library.

Any user not in compliance with the following rules or who jeopardizes the health or safety of other people in the Library or acts in a manner inconsiderate of other people in the Library may be asked to leave. Should the offender not leave when asked to do so, the police will be summoned.

Library Rules:

1. For the health and safety of all concerned, all patrons over the age of 2 are required to wear a face-covering while in the Library. A face-covering is a mask or cloth face-covering that is well secured and covers the nose and mouth. Accommodations will be made for individuals with medical conditions or disabilities that prevent the wearing of a face-covering (i.e. curbside services).

For questions regarding the requirement of face-coverings, please refer to the State of Illinois Department of Human Rights' *FAQ for Businesses Concerning Use of Face-Coverings During COVID-19*:

https://www.dph.illinois.gov/sites/default/files/IDHR_FAQ_for_Businesses_Concerning_Use_of_Face-Coverings_During_COVID-19_Ver_2020511b%20copy.pdf

2. Attempt to maintain a six-foot distance from Library Staff and patrons while using the Library. Jeopardizing the health or safety of any Library user or employee is not permitted. Acting in a manner inconsiderate of any Library user or employee is not permitted.

3. Loud, offensive, disruptive or threatening language or behavior are not permitted; this behavior and language includes but is not limited to sexual harassment. Any behavior that disrupts or interferes with the operation and/or use of the Library is prohibited.

4. Improper acts which are subject to prosecution under any criminal or civil codes are prohibited. Including but not limited to:

- Illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of marijuana, and its derivatives on Library property.
- The manufacture, consumption, possession, or distribution of alcoholic beverages on Library property (unless approved by the Charleston Carnegie Public Library Board and covered by appropriate insurance and licensing).
- The use of tobacco (including smokeless tobacco), electronic cigarettes, vapor pens and all smoking products are not permitted in the building or anywhere on Library property (including parking lot). The library is a tobacco free campus.
- Carrying a firearm on library property.

5. Soliciting, petitioning, loitering, or any other activity that would interfere with the normal flow of Library business is prohibited.

- 6.** Theft, mutilation, or vandalism of Library property is prohibited.
- 7.** Use of skateboards, roller skates, roller blades, scooters and other similar devices in the Library is prohibited. They may be carried into the Library.
- 8.** Patrons will be appropriately attired, including shirts and shoes.
- 9.** No food or beverage is allowed in the Library.
- 10.** Animals are not permitted in the Library, except for companion dogs for the physically disabled and for the purpose of Library programming.
- 11.** Restrooms will not be used as a bathing facility.
- 12.** The Library dumpster is considered private property. Any dumpster “diving” (retrieving items in the dumpster for reuse) is hazardous and prohibited. Depositing any personal items in the dumpster for disposal is also prohibited.
- 13.** Misrepresentation of personal information is not permitted. Including but not limited to providing an incorrect name or age for internet usage.
- 14.** The Library is not responsible for personal belongings.
- 15.** Refusing to follow the directions of Library staff is not permitted; this includes but is not limited to failing to take shelter in an emergency as directed by staff.
- 16.** Parents should be aware of and comply with the following policy on unattended children.

Unattended Children

In order to prevent undue disruption of normal Library activities, to provide for the general welfare of all persons using the Library, and to provide for the safety of children using the Charleston Carnegie Public Library, the following shall be policy at the Library.

All children younger than eight shall, at all times, be attended and adequately supervised by a responsible person, e. g. an adult or person of at least high school age. Children age five to seven may be left unattended for scheduled Library programs, at which time, the person who is responsible for the supervision of the child(ren) may elect to be absent for the duration of the program. Children eight years and older may use the Library unattended, subject to appropriate behavior and conduct. The Charleston Carnegie Public Library assumes no responsibility for children left unattended on the Library premises.

Parents should pick up children younger than thirteen before the Library closes. If a parent or guardian is late picking up a child, s/he will be given the unattended child policy and a list of the policy violation consequences. (Both the child and the parent will be subject to the policy violation consequences.) If a child younger than thirteen not picked up within fifteen minutes of the library’s closing time and every effort has been made to reach the parents, the Library staff will then call the police to pick up the child. If the police cannot respond, the Library staff will then call the Department of Children and Family Services to pick up the child. The Charleston Carnegie Public Library and its staff are not responsible for the children left at the Library and must; therefore, turn them over to another agency.

Policy Violation Consequences

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In order to better enforce our Library Policies, Library staff will use the following steps to address policy violations by patrons:

1st offense – you will be informed of your offense and asked to leave the Library for the rest of the day.

2nd offense – your Library privileges will be suspended for one week.

3rd offense – your Library privileges will be suspended for one month.

4th offense – your Library privileges will be suspended for six months.

5th offense – your Library privileges will be suspended for one year.

Due to the serious nature of inappropriate internet use, Library staff will use the following steps to address those found to be using the internet in a way that is listed as unacceptable in the internet use section of this document:

1st offense – you will be informed of your offense, you will be asked to leave the Library and your Library privileges will be suspended for one month.

2nd offense – your Library privileges will be revoked permanently.

Additionally, if Library staff has to call the police in regards to your actions (not limited to internet use) in or around the Library, the following steps will be enforced:

1st offense – your Library privileges will be suspended for one year.

2nd offense – your Library privileges will be revoked permanently.

Library staff reserve the right to increase the level of consequences and/or call the police if a situation warrants. Police will be called if you refuse to leave the Library when asked to do so.

Patrons wishing to appeal revoked privileges may do so upon written request to the Library Director who will discuss the appeal with the Board of Trustees at the next regularly scheduled Board meeting. The Board will issue a written response.