

## Conduct Ordinance

The FRANKLIN GROVE Public Library is dedicated to providing access to knowledge and information through reading, writing and quiet contemplation, and providing for patrons the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing library services, and the specific power to "exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed."

The Board of Library Trustees of the FRANKLIN GROVE Public Library establishes its conduct ordinance as follows:

### Section 1.

A patron who engages in any activity which materially disrupts the use of library facilities, collections or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.

### Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

### Section 3.

If, following a request, the patron fails or refuses to comply, or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the remainder of that calendar day. If he or she fails to leave, the police will be summoned.

### Section 4.

Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the Library for that purpose. Upon the 2nd recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of two months. Parents or guardians of minors will be notified in writing after the 2nd recorded instance in which a minor is required to leave the Library and advised of the consequences of any further recorded instances. At the end of the two month suspension a parent or guardian must accompany the minor for a 30 visit period; during this time the parent or guardian is responsible for the conduct of the minor.

### Section 5.

Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

### Section 6.

In the event a patron barred from the use of the Library attempts entry to the Library during any such period of exclusion, the police will be summoned and informed of the prior action.

### Section 7.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term or permanent ban of that patron.

Section 8.

This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter, a copy shall be posted within three days of enactment at the Library and the secretary shall maintain a certified copy in the official records of the Library available for public inspection.

Amended March 3, 2009

## Discipline Policy

To ensure that all patrons may have considerate use of the FRANKLIN GROVE Public Library, appropriate behavior is expected. Violation of any of the following rules will result in a warning and/or expulsion from the property. Whenever necessary police will be contacted. The Director and supervisory staff have authority to carry out all powers of this policy.

1. No loud talking or boisterous behavior (running, excessive seat changing, etc.).
2. No food or drink may be consumed in the library proper (except in meeting room and staff break area).
3. No smoking anywhere on library property.
4. No destruction or mutilation of library property.
5. No parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
6. No conduct which is disruptive to the operation of the library, or threatening to patrons, staff, or library property.

Amended April 6, 2004

Amended June 3, 2008