

Library Behavior Policy



Silvis Public Library

806 1st Avenue
Silvis, Illinois 61282
(309)-755-3393

Purpose:

Silvis Public Library has established a Behavior Policy to ensure that the library facility is safe, welcoming and provides equitable access to materials and services for all library users. Appropriate library conduct includes activities such as reading, studying, properly using library materials or computers and other similar conduct normally associated with a public library.

Overview and Definitions:

No individual may engage in inappropriate conduct on the premises of the Silvis Public Library or when participating in library programs. Patrons shall be engaged in normal activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, or using library materials or computers may be asked to leave the building.

Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and other similar conduct normally associated with a public library.

When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

Inappropriate Behavior:

shall include, without limitation by enumeration, the following conduct, or behaviors

- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.
- Possessing, selling, distributing, displaying, or using any dangerous weapon as that term is defined in Illinois Statute 720 ILCS 5/33A-1 upon library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior. Making any threats of violence or unlawful activities. The library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the library.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so or returning to the library premises during the period in which an individual has been banned from the premises.
- Refusing to follow the reasonable directions of library staff to include, failing to take shelter in an emergency as directed by staff.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following

another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.

- Leaving children under the age of **9** unattended on Library premises. (See Addendum Concerning the Behavior and Supervision of Minors and Children/Young Adult Areas of the library)
- Engaging in any sexual contact.
- Selling, soliciting, surveying, distributing written materials, panhandling, or canvassing for any political, charitable, or religious purposes inside a library building, doorway, or vestibule without prior authorization of the Library Director or designee.
- Smoking or other use of tobacco products.
- Eating while using library computers or in spaces designated as free from food.
- Sleeping, napping, or dozing in or on library premises.
- Shouting, using personal electronic equipment at such a volume, or making ongoing noise that is unreasonably disturbing to other library users.
- Not wearing shoes or shirt within the library.
- Moving furniture without the express consent of the library staff or use of furniture in any manner that may damage the furniture, including placing feet on the furniture.
- Using library materials, furniture, equipment, or facilities in any manner inconsistent with the customary use thereof or the theft or intentional damaging of library materials, furniture, equipment, or facilities.
- Bringing in more than 2 bags. Additionally, no bag may be brought into the library facilities that exceeds the following dimensions: 26"x14"x14".
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
- Interfering with the safe and free passage of library staff or patrons on the premises, including but not limited to the placement of objects in hallways, aisles, flooring, or elsewhere in a manner that impedes the free passage of such persons about the library.
- Bringing any animal into the library except service animals.
- Entering non-public areas of the library without permission.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving, or changing clothes.
- Taking library materials into restrooms.
- Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities which include reading, studying, and using library materials.
- Violating the library's rules for acceptable use of the internet and library public computers. A user accepts these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff upon request.

Addendum Concerning the Behavior and Supervision of Minors and Children/Young Adult Areas of the Library

Silvis Public Library welcomes children. Parents/caregivers are responsible for their child's safety and behavior while in the library whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The library is not equipped—and it is not the library's role—to provide long- or short-term childcare. The library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors.

For the safety and comfort of children, a responsible adult or an older responsible individual must accompany children under age **nine** when they are using the library. This responsible individual must supervise, guide, and control the behavior of their charge or charges at all times. This includes time spent on computers.

If a child is left unattended or under-attended/ignored, the library staff will attempt to contact the parent or guardian of the child. If the parent or guardian cannot be located, staff will contact the Silvis Police Department. In the event of an emergency, staff will call 911.

Inappropriate Use of Children /Young Adult Areas: Adults are permitted in the Children's Area or in the Young Adult Area when accompanied by a child/teen or if the adult is actively reading, studying, and using library materials from the Children/Young Adult Areas' collections. Any adult not in compliance with this provision will be asked to use other areas of the library. If the individual does not comply with staff direction or repeatedly violates this policy, the individual may be banned from the library.

Staff Response to Infractions:

Violation of these rules is misconduct that can result in expulsion from the library and forfeiture of library privileges. Minor violations of these rules will first result in library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day.

Any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities is considered a severe offense and may result in immediate expulsion from the library premises. Library staff are authorized to contact the Silvis Police Department to respond to such situations. Repeat misconduct or a severe offense (even if a single, isolated event) may result in individuals being banned from the library for one day, one week, one month, one year, or permanently with the possibility of appeal. Staff will follow the established procedures below. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

Banning Procedure:

After staff determine that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned:

1. Staff will issue, or cause to be issued, a written ban letter to the individual involved notifying the individual that they are banned from the Silvis Public Library. The letter shall indicate the

reasons for the ban and the length of the ban. ONLY MANAGEMENT may issue a ban lasting more than one day.

2. Staff will forward a copy of the ban letter and incident report to the Director who will officially inform all staff involved about the reasons for the ban and the length of the ban. After consultation, if the Director agrees with the reasons for the ban and the length of the ban, then the Director shall take no further action. If, after consultation with staff, the Director deems it appropriate to rescind or modify the terms of the ban, the Director shall notify the banned individual in writing, all staff, and the Library Board President, in writing, about the decision to rescind or modify the ban and specify the reasons for the rescission or modification. The Director shall also notify the banned individual of the process for appealing the ban.
3. The Director will review and may reconsider the decision to ban an individual upon written request of the individual and may shorten or terminate the banning period if information submitted by the individual warrants such modification. Director may consult with the City Attorney's Office before issuing the response to the banned individual. Until such time as staff banning letter has been reviewed and/or modified by the Director or reversed on appeal by the Library Board, the individual may not use the library.

Length of Expulsion

ONE DAY: Upon informing them of their ban, staff will hand them a copy of the Behavior Policy and a letter detailing the ban. Staff will warn them that further violations of the rules could lead to imposition of a longer ban. Staff shall explain the reasons for the ban. Staff will document the ban with an incident report. A signed copy of the letter presented to the patron should be emailed to the Library Director.

ONE WEEK: The Library Director or Assistant Director may ban repeat or severe offenders for one week from the date of the first or repeat incident. Offenders will be handed a copy of the Behavior Policy, receive a letter explaining the week-long ban and its consequences, and be warned that further violations could lead to imposition of a longer ban. Staff will document the ban with an incident report. The Director or Assistant Director will document the ban with the incident report and email a signed copy of the letter to the Library Board President.

ONE MONTH: Severe or repeat offenders who have previously been banned from the library for a week may be banned for 1 month by the Library Director. Staff should ask the patron to leave for the day and inform the patron that the Library Director will follow up via certified mail. The violator will be handed a copy of the Behavior Policy. The Library Director will send a letter via certified mail detailing the month-long ban and when the patron may return to the library. Staff will document the ban with an incident report. The Director or Assistant Director will document the ban with the incident report and email a signed copy of the letter to the Library Board President.

ONE YEAR: Severe or repeat offenders who have previously been banned from the library for a month may be banned for 1 year by the Library Director. Staff should ask the patron to leave for the day and inform the patron that the Executive Director will follow up via certified mail. The violator will be handed a copy of the Library Behavior Policy. The Director will send a letter via certified mail detailing the yearlong ban and when the patron may return to the library. Staff will document the ban with an incident report. The Director or Assistant Director will document the ban with the incident report and email a signed copy of the letter to the Library Board President.

PERMANENT BAN: Extreme offenders of the Library Behavior Policy may be permanently banned from the library premises. Staff should ask the patron to leave for the day and inform the patron that the Library Director will follow up via certified mail. The Director will send a letter via certified mail to the patron's home address detailing the permanent ban. Staff will file an incident report indicating that this is a final ban. Individuals incurring a permanent ban have recourse via the appeal process. Patrons should be directed to the Library Director regarding the appeal process.

Alternative Juvenile Banning Procedure

Discretionary Restricted Library Use for Juveniles: As an alternative to banning a juvenile, a supervisor and a staff member may restrict a juvenile from independent use of the library site a period of 30 (first restriction) days or 90 (second restriction) days. The juvenile whose library use is restricted may use the library during the specified period only when the juvenile is accompanied by a responsible parent or guardian. The juvenile's parent or guardian must be notified of the restriction via certified mail. Failure to abide by the restriction may lead to banning of the juvenile from all library premises.

Appeal Procedure:

Individuals with a permanent ban may request reinstatement of library privileges in writing to the Library Director within ten working days of the ban notification. The Director will respond in writing within ten working days. If the individual is not satisfied with the Director's response, they may appeal in writing, within an additional ten working days, to the Library Board of Trustees for a final determination. The Board will consider the written appeal at its next regular meeting and the individual will receive written notification of the Board's decision within ten working days.

Non-compliance with Ban - Trespassing:

If a banned individual enters any Silvis Public Library before the return date listed in the ban letter, police will be called, and the individual may be arrested for trespassing under the Silvis Code of Ordinances [Chapter 58/Article IV/Sec.58-91].

Banning Letter:

TO:

On _____ at approximately _____ you were observed at the Silvis Public Library. At that time, you were:

_____ INTOXICATED

_____ LOUD AND DISTURBING

_____ IN THE LIBRARY DESPITE BEING

PREVIOUSLY BANNED UNTIL

_____ OTHER CONDUCT (Set forth below)

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate conduct at the Silvis Public Library, you are banned from the Silvis Public Library until the date listed below. If you enter the Silvis Public library before the return date listed below, police will be called, and you will subject to being arrested for trespassing under the Silvis Code of Ordinances [Chapter 58/Article IV/Sec.58-91].

You may file a written request to Director, Silvis Public Library, 806 1st Ave., Silvis, IL 61282, to reconsider this ban from the Silvis Public Library. Your written request shall set forth your reasons for reconsideration of the ban.

THE LENGTH OF THIS BAN FROM THE SILVIS PUBLIC LIBRARY SHALL REMAIN AS STATED IN THS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

BANNED FROM LIBRARY _____

RETURN DATE _____

Staff initials: _____

EXTENDED Ban Letter:

TO:

On _____ at approximately _____ you were observed at the Silvis Public Library. At that time, you were:

_____ INTOXICATED

_____ LOUD AND DISTURBING

_____ IN THE LIBRARY DESPITE BEING

PREVIOUSLY BANNED UNTIL

_____ OTHER CONDUCT (Set forth below)

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate conduct at the Silvis Public Library, your one-day ban from the Silvis Public Library has been extended until the date listed below. If you enter the Silvis Public library before the return date listed below, police will be called, and you will subject to being arrested for trespassing under Silvis Code of Ordinances [Chapter 58/Article IV/Sec.58-91].

You may file a written request to Director, Silvis Public Library, 806 1st Ave., Silvis, IL 61282, to reconsider this ban from the Silvis Public Library. Your written request shall set forth your reasons for reconsideration of the ban.

THE LENGTH OF THIS BAN FROM THE SILVIS PUBLIC LIBRARY SHALL REMAIN AS STATED IN THS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

BANNED FROM LIBRARY _____

RETURN DATE _____

Staff initials: _____