



Acceptable Library Use Policy

Purpose

The Brimfield Public Library District Board of Trustees is committed to providing the community with a library environment that is safe and inviting, reflects the organization's mission, promotes efficient staff operations, and complies with generally accepted standards of public security, health, and hygiene. With these purposes in mind, the Library Board of Trustees has created the Acceptable Library Use Policy setting out rules for patron conduct.

Library Use Rules

Individuals and groups are expected to conduct themselves in an appropriate manner, with respect and consideration for the rights of others. Any conduct that, in the opinion of Library staff, unreasonably infringes on others' use of the Library's facilities and services or interferes with staff in the performance of their duties will not be tolerated.

The following rules apply to patron conduct on all Library property, including the Library building and grounds, as well as to Library online environments and to phone calls to Library staff or placed while on Library property.

Library patrons are not permitted to:

- Interfere with another patron's ability to use Library facilities or services or interfere with the Library staff's ability to perform their duties.
- Enter the Library facility without appropriate attire. Going barefoot, shirtless, or wearing a wet bathing suit is prohibited.
- Possess, prepare, use, smoke, inhale, or otherwise consume any tobacco, cannabis, drug not prescribed by a medical professional, or alcohol within 15 feet of the Library building.
- Be under the influence of alcohol or illegal drugs.
- Bring onto the premises any dangerous weapon, including concealed firearms. Dangerous weapons include, but are not limited to, the weapons set forth and defined in Illinois law. (720 ILCS 5/24.1 et seq.)
- Use matches, lighters, or other means of ignition on Library premises without the prior approval of the Library Director.
- Fight, threaten the safety of others, joke in a threatening manner, provoke violence, and/or harass others either verbally or physically.
- Tamper with, deface, abuse, damage, or steal library property or the personal property of others.
- Move or place materials, furnishings, or personal items to any location that may interfere with another patron's use of Library facilities, or impede safe or easy passage into, out of, or around the library.
- Lie or lounge on the floor, lie on the furniture, or sleep anywhere in the building.
- Use cell phones and other electronic devices in a disruptive manner. Suggested locations for phone conversations include the Library's entry vestibule, study and meeting room.

- Use the Library's Internet, computers, printers, or other technology in an inappropriate or illegal manner. (See Computer, Internet, and Technology Use Policy)
- Play audio equipment so that others can hear it. The use of headphones is permitted only if its use does not disturb others.
- Eat or drink in a way that creates a nuisance. In the event that equipment or materials are damaged because of food or drink, or if the food or drink being consumed is disturbing other patrons, staff will ask the patron to take their food out of the Library.
 - Non-alcoholic beverages in covered containers are permitted throughout the library.
 - Eating in the library is limited to designated areas.
 - Patrons are expected to clean up after themselves and immediately report accidents to staff.
- Have a hygiene condition, including, but not limited to, clothing odor, body odor, and lice, that impedes another patron's ability to use the Library or impedes the Library staff's ability to perform their duties. A patron whose hygiene is causing a nuisance may be asked to leave the building and return when the problem is corrected.
- Leave litter or trash anywhere on Library property other than in approved trash receptacles.
- Enter unauthorized areas, remain in the building after closing unless authorized by the Library Director, or remain in the building when requested by staff to leave during emergency situations or due to disruptive behavior.
- Take photographs or video for commercial purposes unless authorized by the Library Director (See Photography and Video Policy).
- Use the building's rest rooms as laundry facilities, bathing facilities, or gathering places.
- Use the Library facility to store personal belongings. Library staff is not responsible for monitoring and safeguarding patrons' belongings. All unattended belongings will be removed at the discretion of the Library Person in Charge.
- Leave children in need of supervision unattended on the premises. Specifically:
 - Children 8 years of age and younger must be accompanied by a parent or caregiver of high school age or older at all times, except in specific situations. (See Safe Child Policy)
 - All minors must be picked up by closing time.
- Bring any animal other than a Service Animal within the Library facility without prior permission of the Library Director (See Service Animal Policy). Animals must be under control at all times.
- Sell products or services, solicit, canvas, distribute leaflets, surveys, petitions, or engage in similar activity unless authorized by the Library Director. (See Solicitation and Bulletin Board Policies)
- Use roller blades, roller skates, or skateboards anywhere on the premises.
- Bring a bicycle into the building. All bicycles should be parked in the bicycle rack area.
- Use the name or address of the Brimfield Public Library as any element of advertising or promoting paid services.

- Commit or attempt to commit any action or behavior that would violate any federal, state, or local criminal statute or ordinance.

Authority

Illinois law gives the Board of Trustees the right “to make and adopt bylaws, rules, and regulations, for their own guidance and for the government of the library as may be expedient,” as well as “to exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.” (75 ILCS 5/4-7, 16/30-55.60)

Library staff are authorized by the Board of Trustees to enforce the Rules of Conduct outlined in this policy. Additionally, staff may:

- Impose time limits on the continuous use of library resources, including but not limited to computers, materials, and staff time.
- Require Library patrons to furnish commonly accepted forms of identification, such as driver’s licenses and student ID cards.
- Limit the number of library patrons who may sit together at a single table, in an arrangement of lounge seating, or in a study room.
- Remove unattended belongings.
- Inspect all backpacks, bags, briefcases, and purses when Library staff believe someone is in possession of stolen library property or weapons.

Enforcement

The Library reserves the right to determine whether any person is in violation of this policy and to require that person to leave the Library. Serious or repeated misconduct may lead to restrictions, including loss of library privileges for a period determined by library staff, and/or to appropriate legal action. (See Policy on Enforcement of Library Use Rules)

Video surveillance is enabled in certain locations throughout the building and grounds. (See Security Camera Policy)