**Policy No. 1**

**Library Rules**

The Board of Trustees believes that patrons of the Weldon Public Library have the right to use library materials and services without being disturbed or impeded by other library users; that patrons and staff have the right to a secure and comfortable environment; and that patrons and staff have the right to materials and facilities that are in good condition.

1. Any behavior that is disruptive or that hinders use of the library is prohibited on library property.

This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, running, fighting and congregating in large groups. Disruptive patrons will be asked to leave for that calendar day, after receiving one warning.

1. No smoking or tobacco use (including electronic cigarettes and similar vapor producing products) is allowed anywhere in the building. No person shall smoke in a public place or in any place of employment or within 15 feet of any entrance to a public place or place of employment. (Smoke Free Illinois Act (410 ILCS 82/15)
2. Library materials may not be taken into rest rooms.
3. Rest rooms are to be used for their obvious purposes only.
4. Receiving and/or making telephone calls on a mobile phone, using personal listening devices or pagers that disturb others may not be used in the library.
5. No food or drink is allowed in the library, except in the meeting room by prior arrangement. Drink

 or Candy purchased from the Library is allowed in designated areas only.

1. Patrons may not use library materials or facilities in any manner that would likely cause the materials or facilities to be damaged.
2. All library materials must be checked out before leaving the building. Reference materials may not be removed from the library. Anyone who attempts to remove these materials may be prosecuted.
3. All bags, briefcases, backpacks, containers, books, papers, and similar items are subject to inspection by library staff.
4. Anyone who steals or vandalizes library property may be prosecuted.
5. Library users may not bring animals in the library without prior approval of the librarian, except guide dogs for the disabled.
6. Users must be fully clothed, including shoes and shirts, in the library.
7. No weapons of any kind are permitted in the library.
8. No alcohol, public intoxication, narcotics (sale, use or possession) are permitted on library property.
9. Library equipment which is available for public use must be operated in accordance with the guidelines for such equipment set out in each department or location.
10. Parents are responsible for the behavior of their children while they are on library property.

Children under the age of 7 must be accompanied by a parent or other responsible caregiver 13 years of age or older at all times while on library property. If the parent or other person accompanying a child refuses or is unable to control the child, they will be asked to leave. The Library assumes no responsibility for children left unattended on the premises.

1. Internet workstations may not be used to access obscene or pornographic sites.

Parents and legal guardians of children under the age of 18 must have a signed Parental Consent Form on file. Students, under 10 years of age, may only use the *Internet* with parental supervision. Patrons must be at least 10 years of age to use computers without parental supervision. The library reserves the right to end an Internet session at any time.

Please refer to Policy #8 Rules for Using Public Access Computers – Internet Parental Consent.

 18. The library is not responsible for personal belongings left unattended.

1. Any illegal act or conduct in violation of federal, state, or local law, ordinance or regulation is not

 permitted.

1. The Illinois Revised Statutes permit the Library Board “To exclude from use of the library any

 person who willfully violates the rules prescribed by the board.”

 *Library privileges* may be suspended for the following reasons:

a. Failure to return books or borrowed materials or to pay replacement value for lost materials.

b. Failure to pay fines on over-due materials. Fines are $1.00 per day per DVD.

 c. Destruction of library property.

d. Disturbance of other patrons, or any objectionable conduct on library property.

 e. Stealing Library materials.

 f. Persistent, willful violations of the Library’s posted rules of conduct.

Suspensions will be for a definite time period and will be reviewed semiannually upon request. The length of a suspension will determined by the Library Director or other designated staff. Suspensions will apply to all Library facilities. Patrons who attempt to enter a Library facility while their privileges are suspended will be reported to the police for criminal trespass.

Any suspension of Library privileges longer that one day may be appealed to the Library Board. Notice of an appeal of a suspension should be made in writing to the Library Director within two weeks of receipt of the notice of suspension. The Library Director will inform the appellant of the date of the meeting at which the appeal will be heard. Any notice of appeal received later than a week before the next regularly scheduled Board meeting will be held until the following Board meeting.

Library *borrowing privileges* can be suspended for:

a. Not returning Library materials.

b. Not discharging fines or other debts owed to the Library.

The suspension of *borrowing privileges* will not in any way limit a patron’s use of other Library services.

Suspensions of Library *borrowing privileges* may also be appealed to the Library Board. Notice of an appeal of a suspension should be made in writing to the Library director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

21. There shall be no restriction on the number of printed materials checked out by a borrower. Limits on audiobooks and, are two items at any one time; DVDs are two items at any one time with a limit of five per family. Patrons under the age of 10 are not allowed to check out DVD’s. Patrons between the ages of 10 and 18 may check out such materials if there is a completed DVD Parental Consent form on file.

22. No soliciting, petitioning, interviewing, campaigning, survey-taking, canvassing or selling in the public areas of the Library. (Exceptions will be made by the Library Director when the activity will benefit the Library.)

“Pursuant to ILCS 5/4-7, the Library Director or such authorized designee in his or her absence shall be and is hereby authorized to promptly remove any person or persons from the library premises who disrupts the peaceful use thereof, or the use and enjoyment thereof by its patrons or otherwise interferes with the operations of said Library, and is additionally authorized to request the assistance of the proper authorities when in his or her best judgment is required in keeping with the tenor of this Resolution”

Adopted by the Weldon Public Library District Board of Trustees on October 17, 2006

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 Board President

 Approved: 04/17/01

 Reviewed: 10/15/02

 Revised: 03/16/04

 Revised: 04/19/05

 Revised: 10/18/05

 Revised: 10/17/06

 Reviewed: 10/16/07

 Reviewed: 10/21/08

 Revised: 02/16/10

 Revised: 09/21/10

 Reviewed: 09/20/11

 Reviewed: 09/18/12

 Reviewed: 09/17/13

 Revised: 09/16/14

 Reviewed: 09/15/15

 Revised: 02/16/16

 Reviewed: 09/20/16

 Reviewed: 09/19/17

 Reviewed: 09/18/18

 Revised: 10/15/19