

## PUBLIC CONDUCT POLICY

The staff and Board of the Elmhurst Public Library are committed to providing our patrons with a positive, satisfying experience when they use the Library's facilities, services, and materials. While in the Elmhurst Public Library or on Library property, members of the public are to conduct themselves at all times in a manner that does not interfere with others. Anyone who disregards this Public Conduct Policy is subject to restrictions of Library privileges and/or removal from Library property.

**Conduct guidelines include but are not limited to the following:**

- Behaving in a way that disrupts or interferes with the normal operation of the Library or disturbs Library users or staff is not allowed. This includes, but is not limited to, rowdiness, running, throwing objects, cursing, using threatening language or other inappropriate behaviors.
- Harassing Library staff or users, including verbal or physical harassment or abuse is not permitted.
- Obeying reasonable requests of a Library staff member or security monitor is expected.
- Noise level should be maintained at a level that is neither disturbing to other patrons nor disruptive to Library service.
- The Kids' area is a dedicated space specially designed to serve the needs of minors and their caregivers. Unaccompanied adults may be asked to relocate by Library staff.
- The Teen Area is a space specially designed for teens in grades 9-12. Library users who are not in this demographic may be asked to relocate by Library staff.
- Defacing or damaging Library property or committing any other act of vandalism is strictly prohibited.
- As per Illinois Public Act 095-0017, smoking is not allowed anywhere in the Library and is banned within 15 feet of building entrances and air intakes. E-Cigarettes are also not permitted. Smoking is also prohibited in the John Carroll Reading Garden.
- Disturbing others with offensive odors to the extent that the use of Library facilities, collections, or services is disrupted is not allowed.
- Patrons must wear shoes and shirts in the Library.
- Personal items are not to be left unattended. The Library is not responsible for items left unattended, and may report suspicious items to law enforcement.
- Recreational use of skateboards, roller blades, and other sporting equipment is not allowed in the Library.
- Any type of weapon, explosive, or destructive material is banned from Library property.

**Enforcement:**

Individuals who fail to abide by the Public Conduct Policy may be asked to leave the premises. Elmhurst Public Library staff is trained to call the police for assistance with any conduct violation that is escalating to ensure the safety of Library patrons and staff. Library staff is authorized to ban individuals who repeatedly or egregiously violate the Public Conduct Policy. Any individual who has been banned, may have the decision reviewed by the Board of Trustees.

## **FOOD AND DRINK POLICY**

The staff and Board of the Elmhurst Public Library are committed to providing our patrons with a positive, satisfying experience when they use the Library's facilities, services, and materials. While in the Elmhurst Public Library, members of the public are required to cooperate with the following guidelines regarding food and drink.

**Food and Drink guidelines include but are not limited to the following:**

- Enjoy your beverage in a container with a lid.
- Please limit your snacks to dry non-perishable items when in the any area of the Library other than the café located in the first floor lobby.
- Takeout food, hot meals and other perishable items may only be consumed in the café area located in the first floor lobby.
- Please report spills to Library staff immediately.
- Please use caution near computers, photocopiers and other electronic equipment.
- Please help keep the Library clean for other Library users by disposing of waste in the trash receptacles located throughout the Library.

**Enforcement:**

Individuals who do not follow the guidelines of the Food and Drink Policy may also be considered in violation of the Public Conduct Policy. Please refer to the Public Conduct Policy for conduct guidelines and enforcement.

## **POLICY ON VOLUNTEER AND COMMUNITY SERVICE POSITIONS**

The Library will maintain a volunteer program as needed to supplement the functions performed by regular staff and to provide opportunities for individuals to fulfill service requirements for school or other organizations. Individuals referred by the courts, the Elmhurst Police or the Elmhurst Peer Jury may also perform Community Service at the Library.

### **4.9.1 Application**

All applicants for volunteer or Community Service positions shall file applications on forms provided by the Library.

### **4.9.2 Background Checks**

Depending on the volunteer position, applicants who are age 16 or older may be required to pass a criminal background check

~~All applicants who are age 16 or older must pass a criminal background~~  
check prior to being offered a volunteer position at the Library. Applicants with any offenses involving theft, violence, arson, or sexual misconduct will not be accepted as volunteers or for Community Service. Other offenses will be evaluated relative to the position in question.

### **4.9.3 Motor Vehicle Use**

On an annual basis, all volunteers using personal vehicles for Library business must present proof of liability insurance with minimum coverage of \$100,000 per individual and \$300,000 per accident and must authorize the Library to obtain a motor vehicle report concerning their driving record. The following infractions will disqualify a volunteer from driving on library business: DUI, leaving the scene of an accident, fleeing, reckless driving, multiple speeding tickets, and license revocation. No volunteer who has not provided the above information may drive on Library business. ~~Volunteers are prohibited from transporting Library patrons in their personal vehicles.~~

Community Service positions will not entail the use of motor vehicles.

### **4.9.4 Insurance**

The Library will carry the necessary insurance coverage to provide insurance to volunteers who are injured while performing a task assigned by Library staff as part of a formal program of volunteerism. This coverage is provided to the same level as accidental injury coverage is provided to employees of the Library.