



## PROGRAM CONDUCT POLICY

### Policy:

Library programs are offered to enrich the lives of Elmhurst residents. As these are shared experiences, all participants are expected to behave in a way that promotes the best experience for all and conduct themselves in a manner that does not interfere with the participation of others. All interaction is respectful, whether the event is hosted within the Library, off-site, or virtually. Anyone who disregards this Program 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:

- Harassment, intimidation, or discrimination against Library staff, presenters, or attendees is not tolerated.
- Verbal abuse is prohibited. Examples include, but are not limited to, comments about gender, sexual orientation, ability, appearance, size, race, and religion.
- Programs may not be recorded by attendees. The intellectual property of the events belongs to the presenter and may not be shared without formal permission.
- Participants adhere to the parameters of the event type. Event types are pre-determined by staff and presenters. Sample event types are discussions, presentations, drop-ins, and hands-on events.
- Presenters may not solicit or advertise their services. If approached by participants, they may share information.
- The Library never distributes attendee contact information and respects individuals' privacy.
- Cell phones are turned off and put away during programs. Should this not be possible, please silence phones and take calls elsewhere.
- Supplies belonging to the Library are distributed fairly to support the mission of programs. Extra materials are collected at the end of programs for use in future Library programs and cannot be taken home by participants.

## PUBLIC CONDUCT POLICY

### 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 facility, services, and materials. While anywhere on Library property or while attending a program outside the Library or virtually, 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 requests of Library staff members or security monitors 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 Middle School Hangout is a space specially designed for kids in grades 6-8. Library users who are not in this demographic 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 strong odors to the extent that the use of Library facilities, collections, or services is disrupted is not allowed.

Adopted 5/85; rev. 12/15/92, 1/17/95. 10/15/02, 3/16/04, 5/18/04, 9/21/04; 1/18/05; 1/17/06; 12/18/07; 9/15/09; 11/17/09; 2/16/10; reviewed 12/10; 4/19/11; updated 3-18-14; revised 1/19/2016; revised 4/16/19; reviewed 5/17/22; revised 3/19/24

- Patrons must wear shoes and shirts in the Library.
- Library use may be restricted if signs of a communicable illness are evident.
- 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.
- 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.