

CHAPTER THREE

POSTED RULES

General rules of conduct should be posted in a conspicuous place in the library. Often they are posted near the front door or circulation desk. This is more common in larger libraries. They should also be available in a booklet or flyer format that can be handed to the customer when a library staff person needs to discuss a problem behavior. Having the rules posted helps with enforcement.

They probably pack more of a punch if they are brief. Few people are going to be willing to stand in your lobby and read a tome on expected library behavior. The posted rules might be short sentence fragments and the piece that is handed to them in person may go into more detail. After discussing the various issues covered later in the book, a staff may decide that they want to recommend several other rules to be posted. For example, they may want to add a statement banning weapons in the library or address gang related issues.

Some libraries feel that posting rules is unfriendly and unwelcoming. You can word the rules in a more positive upbeat way. Be sure to read the rules from Alpha Park Public Library. They are short and sweet and leave you smiling, but they make their point. Kewanee Public Library District's rules are longer but they indicate what is expected. To stay away from the unfriendly message of "we don't want you here", don't say NO, NOT, or NEVER over and over again on the posting. Use phrases like "we appreciate your cooperation" or start with an opening paragraph like Kewanee's. Feel free to adopt the wording of any of these rules.

Library Rules of Conduct

The Board of Trustees believes that patrons of the Kewanee Public Library district have the right to use the 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.

RULES OF CONDUCT

1. Any behavior that is disruptive or that hinders use of the library is prohibited on the library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, running and congregating in large groups. Disruptive patrons will be asked to leave after receiving one warning.
2. Deliberate obscene or vulgar language will not be tolerated. Patrons using such language will be asked to leave at once.
3. Police will be called immediately in case of any physical assault.
4. Failure to leave the library premises after being asked to do so will result in the calling of authorities.
5. Food and beverages are not allowed in the library.
6. Smoking is not permitted in the library.
7. Proper attire is required in the library.
8. Parents are responsible for the behavior of their children while they are on library property. Children under the age of seven (7) must be accompanied by a parent or other responsible caregiver at all times while on library property.
9. Children who are seven (7) or older may use the library unattended.
10. The library assumes no responsibility for children left unattended on library premises.
11. The library is not to be used as a day care service.
12. Loitering inside or outside of the library is not permitted.
13. Proper care of library materials and furnishings is expected of all patrons. Theft, vandalism and mutilation of library property are criminal offenses, and will be dealt with accordingly.
14. All bicycles must be locked in the bike rack. Rollerblades, skateboards and other sports equipment are not permitted in the library.
15. Check out all materials at the circulation desk.
16. The library is not responsible for the loss of personal belongings.
17. The library reserves the right to inspect all bags, purses, briefcases, backpacks and other items.

The library has the right to deny use of the library to those violating library rules and to deny future library privileges.

QUINCY PUBLIC LIBRARY

RULES OF CONDUCT FOR LIBRARY USERS

The Board of Trustees believes that patrons of Quincy 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.

RULES OF CONDUCT

1. Any behavior which is disruptive or which 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, drunkenness, running, fighting, and congregating in large groups.
2. Seating at library tables and chairs is limited to the numbers of persons for which the furniture was designed.
3. Smoking, eating, drinking, and substance abuse are not permitted in the library.
4. Sleeping is not permitted in the library.
5. Shoes and shirts must be worn in the library.
6. Animals, except those used to aid persons with disabilities, are not permitted in the library. Animals may not be left unattended on library property.
7. Selling products or services is not permitted on library property. Soliciting donations is also not permitted.
8. Taking surveys, asking people to sign petitions, distributing leaflets, and other similar activities are permitted on library property only when authorized by the Library Director.
9. Parents are responsible for the behavior of their children while they are on the library property. Children under the age of 8 must be attended by a parent or other responsible caregiver, age 14 or older, at all times while on library property.
10. The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses which will be prosecuted. The library reserves the right to inspect all bags, purses, briefcases, backpacks, and other such items when staff members have reason to believe that this rule has been violated. The library is not responsible for personal belongings which are left unattended.

Alpha Park Library is committed to quality service for the library community.
Please remember that considerate library use includes:

Talking
in moderate tones

Walking
while in the library

Supervising
young children at all times

Treating
Staff, other patrons, & property in a respectful manner

Alpha Park Public Library
Bartonville, Illinois

NOTE: The following should be posted at all circulation points in the library as well as near the front door (see the last section of the law). Also note that the criminal code is being rewritten so this citation may change within the next two or three years.

720 ILCS5/16B1-3

CRIMINAL OFFENSES

Article 16B. Protection of Library Materials

Section

- 5/16B-1. Definitions.
- 5/16B-2. Library theft.
- 5/16B-2.1. Criminal mutilation or vandalism of library materials.
- 5/16B-3. Posting of warning.
- 5/16B-4. Continuation of prior law.
- 5/16B-5. Sentence.

Date Effective

Article 16B was added by P.A. 82-603, § 1, eff. Jan 1, 1982.

5/16B-1. Definitions

§ 16B-1. Definitions. As used in this Article:

- (a) "Library facility" includes any public library or museum, or any library or museum of an educational, historical or eleemosynary institution, organization or society.
- (b) "Library material" includes any book, plate, picture, photograph, engraving, painting, sculpture, statue, artifact, drawing, map, newspaper, pamphlet, broadside, magazine, manuscript, document, letter, microfilm, sound recording, audiovisual material, magnetic, or other tape, electronic data processing record or other documentary, written or printed material regardless of physical form or characteristics, or any part thereof, belonging to, or on loan to or otherwise in the custody of a library facility.
- (c) "Premises of a library facility" means the interior or a building, structure or other enclosure in which a library facility is located and in which the library facility keeps, displays, and makes available for inspection or borrowing library material, but for the purposes of this Article, such premises do not include the exterior appurtenances to such building, structure or enclosure nor the land on which such building, structure or other enclosure is located.
- (d) "Library card" means a card or plate issued by a library facility for purposes of identifying the person to whom the library card was issued as authorized to borrow library material, subject to all limitations and conditions imposed on such borrowing by the library facility issuing such card.

Laws 1961, p. 1983, § 16B-1, added by P.A. 82-603, § 1, eff. Jan. 1, 1982. Amended by P.A. 84-1308, Art III, § 23, eff. Aug. 25, 1986.

Formerly Ill.Rev.Stat.1991, ch. 38, ¶ 16B-1

5/16B-2 Library theft

§ 16B-2. Library Theft. A person commits the offense of library theft when he or she:

- (a) Knowingly and intentionally removes any library material from the premises of a library facility without authority to do so; or
- (b) Knowingly and intentionally conceals any library materials upon his or her person or among his belongings, while still in the premises of a library facility and in such manner that the library material is not visible through ordinary observation although there may be some notice of its presence, and removes such library material beyond

the last point in the premises of that library facility at which library material may be borrowed in accordance with procedures established by that library facility for the borrowing of library material; or

- (c) With the intent to deceive borrows or attempts to borrow any library material from a library facility by (i) use of a library card issued to another without the other's consent, or (ii) use of a library card knowing that it is revoked, cancelled or expired, or (iii) use of a library card knowing that it is falsely made, counterfeit or materially altered; or
- (d) Borrows from a library facility material which has an aggregate value of \$50 or more pursuant to an agreement with or procedure established by the library facility for the return of such library material of such library material so borrowed in accordance with such agreement or procedure, and further willfully without good cause fails to return such library material within 30 days after receiving written notice by certified mail from the library facility demanding the return of such library material.

A person who violates this subsection (d) is liable to the library for the cost of postage and attorney fees.

Laws 1961, p. 1983, § 16B-2, added by P. A. 82-603, § 1, eff. Jan 1, 1982. Amended by P.A. 84-925, § 1, eff. Jan. 1, 1986; P.A. 87-898, § 1, eff. Jan. 1, 1993.

5/16B-2.1 Criminal mutilation or vandalism of library materials

§ 16B-2.1. Criminal mutilation or vandalism of library materials. A person commits criminal mutilation or vandalism of library materials when he knowingly tears, marks on, maliciously renders imperfect or otherwise damages or destroys library materials.

Laws 1961, p. 1983, § 16B-2.1, added by P.A. 84-925, § 1, eff. Jan 1, 1986. Amended by P.A. 84-435, Art. 3, § 3-8, eff. Sept. 10, 1991.

Formerly Ill.Rev.Stat.1991, ch. 38, ¶ 16B-2.1

5/16B-3. Posting of warning

§ 16B-3. Posting of Warning. Each library facility shall post a copy of this Act at a location adjacent to each entrance to the premises of the library facility and at each point in the premises of the library facility at which the borrowing of library materials occurs.

Laws 1961, p. 1983, § 16B-3, added by P.A. 82-603, § 1, eff. Jan. 1, 1982.

Formerly Ill Rev.Stat. 1991, ch. 38, ¶ 16B-3.

Bloomington Public Library

EXPECTATIONS OF PERSONS USING THE LIBRARY

While in the building, please:

- accompany and supervise younger children.
- monitor your personal belongings.
- treat people and property in a respectful manner.
- talk in moderate tones.
- wear shoes and a shirt.
- leave pets outside. *Service animals are welcome.*
- do not loiter or sleep.
do not enter while under the influence of drugs or alcohol.
- do not enter with items the general population views as threatening or that could damage library materials.

You may smoke in the designated smoking area outside the building.

Snacks that do not disturb others and non-alcoholic beverages in covered containers are allowed in the building.

Please park bicycles in the bike rack.
No solicitation.

If you do not obey these rules of conduct,
your library privileges may be suspended.

Biblioteca Pública de Bloomington

Expectaciones de personas usando la biblioteca

Mientras en el edificio, por favor:

- Acompañe y supervise los niños pequeños.
- Cuidado con sus cosas personales.
- Trate a las personas y la propiedad de una manera respetable.
- Hable en tonos moderados.
- Deje mascotas afuera. Los animales de servicio son bienvenidos.
- No se distraiga y no duerma.
- No entre mientras esté bajo la influencia de drogas o alcohol.
- No traiga cosas que la población en general ve como amenazantes o que pueden destruir materiales de la biblioteca.

**Puede fumar en el área designada afuera.
Comida que no perturba a otros y bebidas
sin alcohol en vasos cubiertos son
permitidos en el edificio.**

Por favor, estacione bicicletas en el
estacionamiento de bicicletas.

No se permite la conducta.

Si usted no obedece estas reglas de conducta, sus
privilegios de biblioteca pueden ser suspendidos.