

Patron Behavior Policy

Wauconda Area Public Library District

**Approved May 13, 2002 by the Board of Library Trustees
Revision approved June 11, 2007 by the Board of Library Trustees
Amended July 12, 2010 by the Board of Library Trustees
Revision approved October 8, 2018 by the Board of Library Trustees
Revision approved December 14, 2020 by the Board of Library Trustees
Revision approved February 14, 2022 by the Board of Library Trustees
Revision approved November 10, 2025 by the Board of Library Trustees**

1.0 PURPOSE

1.1 The purpose of the facilities of the Wauconda Area Public Library (Library) is to provide a welcoming environment that encourages the use of Library services and materials to the fullest extent and for the necessary administrative and support activities required to fulfill the mission and goals of the Library.

The Library's mission is to enrich the community by engaging our diverse population with resources and services that explore creativity, foster imagination, nurture lifelong learning, and promote literacy and connection in a welcoming environment.

1.2 No person shall engage in inappropriate conduct on the premises of the Library or when using Library facilities or participating in Library programs.

1.3 Inappropriate conduct shall include any individual or group activity which is disruptive to other persons lawfully using Library facilities, materials, premises or otherwise inconsistent with traditional Library activities, such as reading, studying, proper use of Library materials, and other similar conduct normally associated with a Library.

1.4 The term "premises" includes inside and outside areas of the Library property.

1.5 The term "public area" of the Library shall mean those portions of the facilities that are open for public use.

1.6 The term "Library facilities" shall include both the public and non-public areas of the Library and its facilities.

2.0 RULES OF CONDUCT

2.1 The Library has the right to keep its space clean and welcoming. All visitors have the right to use the Library without disruption, and staff have the right to work without unnecessary

interference. Everyone should be treated with dignity and have their belongings respected. To support these rights, the following rules of conduct apply to all behavior on Library property.

3.0 INAPPROPRIATE PATRON BEHAVIOR

3.1 The following actions are considered inappropriate and do not align with proper use of Library services. These actions include, but are not limited to, the following:

- Conduct or behavior that disturbs or harasses other Library users or staff, or that hinders others from using the Library or Library materials in a manner in which they were designed and intended. Library staff are not required to tolerate abusive language or behavior.
- Removing or attempting to remove Library materials from the Library building without checking them out, or blocking or otherwise obstructing access by other patrons to Library materials.
- Engaging in any illegal activity.
- Hitting, pushing, shoving, fighting, using profanity and abusive language, and/or otherwise engaging in physical confrontations.
- Theft of, damage to, defacement or vandalism of, or misuse of Library materials, equipment, furniture, facilities, or another person's property.
- Dressing inappropriately or wearing clothing containing obscene language or images, curse words or images and depictions of a sexually explicit nature.
- Failure to wear proper attire which conforms to the standards of the community for public places, including but not limited to wearing shirts and shoes at all times, and wearing swimwear without coverings.
- Sleeping.
- Loitering.
- Using foul or obscene language.
- Excessive and disruptive conversations.
- Running, throwing, fighting or any other behavior which disrupts other Library patrons.
- Engaging in sexual conduct, public displays of affection that are disruptive to the Library, lewd behavior, or indecent exposure anywhere on Library grounds.
- Entering or remaining in the Library with a bodily hygiene so offensive that it constitutes a nuisance to other patrons and staff. Offending patrons shall be required to leave the building and may return after the problem has been resolved.
- Entering or remaining in the Library with pervasive smells (ex: perfume) that interfere with other patron or staff's ability to use/work in the Library.
- Making noise that is unreasonable and disrupts others in the Library. This includes, but is not limited to: loud or ongoing talking, abusive or offensive language, inappropriate behavior, or behavior influenced by drugs or alcohol.
- Groups that gather or use the Library in a way that may make others feel unwelcome or prevent them from using the space may be asked to break up or leave the building.
- Any behavior which is disruptive, harassing, or threatening in nature to Library patrons or staff. This includes staring at, following or stalking of patrons or staff.
- Behavior prohibited by any other Library policy, including but not limited to the Technology Use Policy and the Circulation Policy.
- Abandonment of individuals, both adults and children, who are unable to take care of themselves.

3.2 FOOD & BEVERAGE USAGE

The following actions related to food and beverages are prohibited and do not align with proper use of Library spaces. These include, but are not limited to, the following:

- Eating food in the Library, other than dry snack food or food that is served at a Library program or meeting (i.e., no fast food/meals from McDonald's, Burger King, Taco Bell, GrubHub, UberEats, DoorDash, etc.).
- Dry snack food can be eaten only in designated areas of the Library. Dry snack food is prohibited in Kid City and when using computers or the Library's electronic devices.
- Drinking or carrying a beverage other than water in a public area of the Library using an uncovered container.
- Drinking alcoholic beverages or being in a state of intoxication.

3.3 LIBRARY BUILDING & GROUNDS USAGE

The following actions related to using the Library Building & Grounds are prohibited and do not align with proper use of Library spaces. These include, but are not limited to, the following:

- The use of vehicles other than wheelchairs and strollers, including but not limited to bicycles, scooters, skateboards, and hoverboards. Skateboards and hoverboards may be carried into the Library, but not used.
- Occupying or "holding" more than one seat and/or table per individual.
- Moving or rearranging Library furniture or equipment.
- Using materials for purposes other than reading, research, viewing or listening
- Unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity.
- Preventing staff from normal, reasonable, clean-up, and reshelving activities.
- Smoking, vaping, or using chewing tobacco inside or within 20 feet of any Library entrance.
- Using or possessing controlled substances or alcohol, or entering the Library under the influence of controlled substances, alcohol, or in a state of intoxication.
- Bringing any animal into Library buildings, except for service animals as set forth in the Americans with Disabilities Act or animals used for educational purposes as part of pre-approved Library programs.
- Possession of weapons, look-alike weapons, or any other objects that can be reasonably considered to be a weapon.
- Stealing or damaging Library property. Removing protective covers from books, magazines, and other media with the intent to damage and/or steal Library property.
- Knowingly entering non-public areas of Library facilities without authorization of Library personnel.
- Using Library bathrooms for traditional household activities such as bathing, shaving, washing clothes, or storing personal items.
- Posting notices or literature without prior written approval from Library personnel.
- Using Library phones or equipment without prior approval.

4.0 UNATTENDED MINORS

4.1 Children ten years of age and under must be closely accompanied at all times by a responsible person who is least fourteen years old. The child's parent or guardian will be contacted if the child is left unattended.

4.2 The Library reserves the right to turn over to the proper authority minors (under age 18) left unattended for extended periods of time or left after Library hours.

5.0 INAPPROPRIATE USE OF CHILDREN'S SERVICES (KID CITY)

5.1 If an adult in Kid City is not accompanied by a child or is not involved in appropriate use of children's Library materials and is observed by staff to be spending an unnecessary and unusual amount of time in Kid City, such person shall be asked to use other areas of the Library.

5.2 Public restrooms in Kid City are reserved solely for children and their parents or caregivers

6.0 HARASSMENT

6.1 It is the policy of the Wauconda Area Public Library to maintain and ensure a working environment free from harassment, including sexual harassment or intimidation. Verbal or physical conduct based on age, race, color, sex, national origin, religion and/or disability which creates an offensive working environment or interferes with an employee's ability to perform their job is considered harassment under this policy.

6.2 Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct creating an offensive working environment or interfering with an employee's ability to perform their job constitutes a violation of this policy.

7.0 THEFT, VANDALISM, OR OTHER ILLEGAL ACTIVITIES

7.1 When a patron attempts to steal or maliciously destroy Library and/or personal property (belonging to staff and/or patrons), the police will be called and the incident reported to the Library managers and/or supervisors. The Library will prosecute anyone who steals or maliciously destroys Library property. When other illegal activities (e.g., indecent exposure) are committed by a patron, the Library will prosecute.

8.0 CONSEQUENCES FOR VIOLATING PATRON BEHAVIOR POLICY

8.1 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 result in restrictions including loss of Library privileges for a period of time as determined by Library staff, and/or to take appropriate legal action.