

## **Behavior Policy - Revised August 2008 – Revised May 15, 2014 – Revised May 2017**

According to the Illinois Compiled Statutes, 1994, Chapter 75, Section 4 – 1 et.seq:

“Each board of library trustees... shall have the following powers: Section 5/4-11; To exclude from the use of the library any person who willfully violates the rules prescribed by the board.”

### *Mission Statement*

*The mission of Lansing Public Library is to provide access to informational, educational, cultural, and recreational library materials and services in a variety of formats and technologies; to be responsive to the public library needs of the community; and to uphold the public's freedom of access to information.*

### **Standards of Behavior**

Lansing Public Library is supported by the taxes of the citizens of Lansing, Illinois, and as such, patrons have the right to expect that the library be a clean, pleasant, and safe building. To better serve members of the community of all ages, Lansing Public Library has established certain standards.

The library should be a pleasant place to read; request information; choose books and other materials; do homework; use computers, printers, copiers, and fax services; and attend library programs and events.

Unfortunately, the behavior of a few library visitors creates problems. Behavior becomes unacceptable when it infringes on the rights of others, when it could result in injury to oneself or others, when it disrupts library service, or when it could result in damage to the building or equipment.

Examples of this kind of behavior include:

#### **INTERFERING WITH OTHER PATRONS' USE OF LIBRARY FACILITIES**

**DISORDERLY CONDUCT:** Engaging in loud speech or offensive behavior, willfully annoying others, disrespecting other patrons or staff, or misusing library property or space

**HARASSMENT--VERBAL, PHYSICAL, OR SEXUAL:** Abusive behavior towards staff or patrons will not be tolerated.

**DISRESPECT OF PROPERTY:** Vandalism or theft of property on library premises.

**ABANDONMENT:** Leaving children who are not in 6<sup>th</sup> grade or older is abandonment. Children not in 6<sup>th</sup> grade must be supervised by a person 18 or older.

**LOITERING:** Aimless roaming, hanging out, sleeping, or entering restricted areas in or on library property

**USING COMPUTERS WITHOUT A VALID LIBRARY CARD:** A valid card is a patron's own library card or a reservation issued to that patron by circulation.

**USING AUDIO EQUIPMENT WITHOUT HEADPHONES:** Inappropriate loudness of electronic equipment

**PUBLIC INDECENCY, VOYEURISM, VIEWING PORNOGRAPHY**

**SMOKING, DRINKING, POSSESSING DRUGS**

**The following may not be brought into the library:** weapons, bicycles, or animals. All library visitors are required to be fully clothed, including shirt and shoes, at all times.

We expect patrons to obey reasonable requests of the library staff.

**If the standards of behavior are not followed, the library reserves the right to require that the patron leave library premises. Patrons who behave in an unacceptable manner may be banned from the library. Patrons who refuse to leave the library premises upon request may be removed by the police. Criminal acts may result in arrest and prosecution to the full extent of the law.**

## Lansing Public Library Afterschool Expectations for Students

We welcome all students to use the library facilities after school. However, there are some guidelines that we expect every student to abide by in order to continue access to the services the library provides. The following are afterschool expectations that we require all students to follow.

- **Chat Room** – We provide a room for teens in grades 6-12 to meet in afterschool. This room is for teens who are not utilizing the library materials, using the computers, or doing homework. If teens are not doing any of the previously mentioned activities, they will be asked to go in the Chat Room. The Chat Room is open Monday through Thursday at 3:30 on every day Memorial Junior High is in session for a full day of school. It closes each day at the discretion of the library staff. The Chat Room is closed on Fridays, early dismissal days, holidays, or other closures. Teens with library cards in good standing can use laptops while in the Chat Room. There are also board games available and on certain days we will offer computers, movies, crafts, and video games. Young people are expected to abide by all our behavioral rules while in the Chat Room.
- **Unattended Children** – Anyone who is in 6<sup>th</sup> grade or older may use the library without an adult presence. Children in 5<sup>th</sup> grade or younger must be with someone age 18 or older.
- **Entering the building** – During the school year all students, who are not accompanied by a parent, must enter the library through the rear (north) entrance. The door leads right to the Chat Room and the Infants, Teens, and In-Betweens Department.
- **Foyer Area** – Students are not permitted to hang out in the back foyer area across from the Chat Room or the area by the back door. Students must either enter the library completely or go in the Chat Room. Gathering by the back door makes it difficult for patrons to enter and exit. If students are waiting for a ride they must wait on the sidewalk to the east regardless of weather. Those who do not follow these rules will be asked to leave the property.
- **Food and Drink** – There is no food allowed in the Infants, Teens, and In-Betweens Department or the Chat Room. Drinks are permissible if they have a lid. Those who do not comply with this rule will be asked to leave the building.
- **Tables** – Students are limited to four per table. Those who do not comply with this rule will be asked to leave the building.
- **Computers** – Students may use the computers if they have a library card in good standing. They are first come, first served, but appointments can be made if the computers are all in use. Students may converse with one another at a reasonable conversational volume. If the volume continues to grow, students will lose computer privileges for the day. If individuals continue to be loud during following visits, they may lose privileges for longer periods of time such as a week or a month. Computers are for one person only. The librarians may make exceptions for students working on a group project as long as both have a library card. Students are not allowed to stand behind others and watch them use the computer. Those who do not comply with this rule may lose computer privileges or be asked to leave the library.

We occasionally have police officers in the building to help manage the afterschool crowds. The officers will help enforce the rules mentioned above. Students who refuse to leave when told or return when they are not allowed back for a period of time may be ticketed.

We want everyone to enjoy their visit to the library. By following these simple expectations, we can guarantee a wonderful visit for all patrons.