

## Policy #9 Conduct Ordinance No. 17-6

The Morton Public Library District is dedicated to connecting people to books, resources, and technology; and providing opportunities for learning, collaboration, and enjoyment; as well as providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed.”

Interpretations of the inappropriateness of materials, and of terms such as “abusive conduct” and “disruptive behavior” shall be at the discretion of staff members.

Examples of behavior and conduct considered abusive, disruptive, or generally unacceptable, may include, but not be limited to:

- Speaking abusively or in a threatening manner to patrons or staff
- Destroying, vandalizing or defacing library materials and furnishings, including outdoor landscaping, signs and benches
- Profanity or other inappropriate language for a public place.
- Loud conversations in person or on the phone
- Use of tobacco products, including vapor products.
- Consuming food or beverages in a manner that creates an unclean environment, disrupts others, or is harmful to Library resources.

The Board of Library Trustees of Morton Public Library District establishes its conduct ordinance as follows:

Section 1. A patron who engages in any activity which disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by the library personnel.

Section 2. In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

Section 3. If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that day. If he or she fails to leave, the police will be summoned.

Section 4. Library personnel will record instances in which patrons are required to leave the library on an incident report. Upon the third recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of thirty days. Parents and guardians of minors will be notified in writing after the first recorded instance in which

the minor is required to leave the library and advised of the consequences of any further recorded instances.

Section 5. Individuals wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Section 6. In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action.

Section 7. In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

Section 8. Unattended minors should not be left at the library past closing hours. If a minor is left at closing, two staff members will wait with the minor until she or he is picked up. Staff will make a reasonable attempt to contact parents or guardians to secure transportation. After 20 minutes, the staff may call the police to assume responsibility for the child. Note: under no circumstances will a staff member provide a ride for a child left after closing hours.

Section 9. This ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at the library and the secretary shall maintain a certified copy in the official records of the library available for public inspection.

Passed by the Board of Trustees of the Morton Public Library District and approved by the President thereof this 9th day of May 2018.

BOARD OF TRUSTEES OF MORTON  
PUBLIC LIBRARY DISTRICT

By: \_\_\_\_\_

Carol Jankowski, President

Attest:

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Jacqueline Patton, Secretary