

Alpha Park Public Library District

Conduct Ordinance 25-7



The Alpha Park Public Library District (APPLD) is committed to ensuring that all patrons and staff feel safe while using its facilities and services. While each case of problematic behavior may differ, the library does not tolerate abuse and requires good conduct from all.

Under 75 ILCS 16/30–55.55, “The board may exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the board.” The Library Director and staff have the discretion to determine what constitutes inappropriate materials, abusive conduct, or disruptive behavior.

If any patron or employee experiences deliberate, malicious, and severe physical or verbal harassment, immediate action may be taken, including temporary banning. The Library Director will decide and enforce appropriate corrective measures when urgent response is needed.

During corrective action, noncompliant individuals may be removed by police and issued a cease-and-desist or trespassing citation. This is the most serious consequence, used only if prior or less severe measures are ignored.

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

- Knowingly and willfully accessing material depicting offensive and/or explicit sexual conduct which lacks a high level of artistic, political, or scientific value, and which may be construed as harassment by other patrons and/or staff
- Speaking or acting abusively, hostile, or threatening behavior towards patrons or staff
- Destroying, vandalizing, or defacing library materials and furnishings, including outdoor landscaping, signs, and benches
- Animals and pets, except those used for service or those approved by the Library Director
- Profanity or other inappropriate language for a public place
- Over-loud use of cell phones or music, including inappropriate language for a public place
- Committing assault or battery on any person on library property
- “Panhandling” or soliciting from or to patrons and/or staff
- Displaying drunkenness or intoxication in any form in such a way as to interfere with staff or patron activities
- Loitering, except for waiting for transportation
- Use of skateboards, skates, or bicycles on sidewalks and/or in such a way as to be considered dangerous, disruptive, or damaging to library property

Adopted by the Alpha Park Public Library District Board of Trustees October 17, 2011.

Assigned new Ordinance number and approved by the Board of Trustees December 15, 2014

Reviewed and assigned new Ordinance number and approved by the Board of Trustees August 16th 2021

Revised and assigned new Ordinance number and approved by the Board of Trustees September 15th 2025

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The APPLD Board of Trustees establishes its conduct policy as follows:

Section 1

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

Section 2

For instances involving minors, identification will be requested and the incident may be reported to the parent or guardian. Any child/children age 10 or older may use the library unattended by an adult. Children under the age of 10 must be accompanied and supervised at all times by an adult who will be accountable for the child/children's behavior.

Section 3

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, they will be required to leave the library premises immediately for the remainder of that calendar day. If they fail to leave, police presence will be requested.

Section 4

Library personnel will record all instances in which patrons are required to leave the library in an incident report. All incident reports will be kept digitally to meet record management specifications.

Upon the second (2nd) recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Library Director shall bar the patron from use of library premises for a period of thirty days. It is customary that upon the second notification of the infraction, written and explicit documentation be provided to the patron, as well as the Library Director. This documentation will serve as written record of notification to the patron.

Parents or guardians of minors will be notified in writing after the second (2nd) recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances, including exclusion from library property.

Section 5

Expelled patrons, or the parents/guardians of expelled patrons wishing to appeal such action may do so upon written request to the Library Board of Trustees.

Section 6

If a patron attempts entry to the library during their exclusion period, staff will remind them of the restriction and request they vacate the premises. Failure to comply may result in police involvement.

Section 7

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In the event a patron continues abusive/disruptive behavior after their exclusion period, the Library Director shall report to the Board of Trustees to conduct a review based on the Library Directors recommendations. Patrons may appeal to the Board of Trustees in writing.

Section 8

A patron wishing to appeal such action may do so through written request to the Library Board of Trustees.

Section 9

Minors should not be left at the library past closing hours. If a child/children are still present at closing, the MOD and one (1) staff member will wait with them. Staff will make reasonable attempts to contact parents or guardians to secure transportation. Every attempt will be made to avoid police involvement, however, staff are to contact local police to assume responsibility for the child/children if the child/children are still present without transportation 20 minutes past close. Police involvement is for the security and safety of the child/children, and staff are strictly forbidden to provide transportation to a child left after closing.

Section 10

All circumstances involving misbehavior or children left past closing hours require staff to submit a written incident report within 24hrs of the event to the Library Director.

Section 11

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.

President

Secretary