



Sandwich Public Library District

925 S Main Street | Sandwich, IL 60548
815.786.8308 | www.sandwichpld.org

Conduct Policy

The Board of Trustees expects patrons to conduct themselves in a manner respectful to other patrons, staff members and library property and to comply with library policies.

Patrons Shall:

- engage in activities associated with the use of a public library and, in particular, the mission of the Sandwich Public Library District
- respect the rights of other patrons and staff members.

Patrons Shall Not:

- consume food or beverages other than in the Social Gathering Room, use audio equipment so loudly as to disturb patrons or staff, smoke or use tobacco products or light flammables
- be under the influence of alcohol or drugs
- engage in any illegal activity while in the library or on library property.
- interfere with use of the library by other patrons or interfere with staff members' performance of their duties
- deface, mar or damage library materials, building or property
- enter the building without shirt or shoes or in inappropriate attire (e.g., wet swimming suits)
- bring pets or animals into the library, other than guide or assistance dogs for the physically challenged
- wear roller blades, roller skates or the like in the building.
- enter areas designated for staff members only.
- harass or annoy others through noisy or boisterous activities
- sound the fire alarms without cause
- exhibit offensive bodily hygiene that disrupts other patrons' or staff's use of library materials or facilities.
- Produce disruptive or harassing conduct including, but not limited to, abusive, insulting, or threatening language, actions or gestures
- Take part in the refusal to cooperate with library staff, including, but not limited to, the refusal to provide correct name when asked and the refusal to leave the premises when so directed.

VIOLATIONS:

Anyone violating these rules will first be warned by a library staff member. If the conduct continues, the offender will be instructed to leave the premises. Staff members, at their discretion, may expel patrons without warning in situations of serious, threatening, or willfully malicious behavior. Repeated failure to observe these rules may lead to revocation of library privileges by the Library Director or the staff member in charge at the time of the incident. Persons ordered from the property who do not comply may be subject to arrest and prosecution for trespassing.

APPEAL:

Anyone wishing to appeal their exclusion may submit an appeal in writing to the Library Director and/or Library Board.