



POLICY ON ENFORCEMENT OF LIBRARY USE RULES

POLICY PURPOSES AND SCOPE

The Skokie Public Library Board of Trustees and library staff recognize the need to provide a welcoming environment in which patrons and staff can be free from harassment, intimidation, or other threats to safety and well-being, and in which library facilities and resources are protected from damage or loss. The library offers spaces and opportunities for reading, studying, writing, listening to written or electronically transmitted materials, attending programs and meetings sponsored by the library or community groups, and working collaboratively to improve the quality of life for Skokie residents.

With these purposes and uses in mind, the Library Board of Trustees has adopted an Appropriate Library Use Policy setting out rules for patron conduct. This Policy on Enforcement of Library Use Rules is intended to provide procedures to promote the fair and equitable application of the library's rules for patron conduct.

This Policy also describes the range of potential consequences for misconduct which, when serious or repeated, may include removal from the library and/or suspension of library use privileges as allowed under Local Library Act Section 4-7, paragraph 11 which states that any person who willfully violates rules prescribed by a library board may be excluded from use of the library. 75 ILCS 5/4-7. Illegal activity may result in exclusion from all library facilities and resources, and arrest for violation of applicable federal, state or local laws.

STAFF RESPONSE TO VIOLATIONS OF LIBRARY USE RULES

Authorized library staff members shall follow the procedures set out below to enforce the library's use rules in a fair and reasonable manner. Authorized staff members include administrators, security personnel, managers, supervisors, or staff members designated by a supervisor to intervene with patrons to secure compliance with library use rules.

Library staff responding to possible violations of use rules may at any time request that patrons identify themselves by showing library cards or other documents such as a driver's license or school ID. The library reserves the right to inspect all bags, purses, briefcases, or backpacks for concealed library materials or weapons.

INITIAL WARNING OR EXCLUSION FOR REMAINDER OF DAY

A patron who does not comply with one or more of the library's conduct rules will ordinarily receive an initial verbal warning from library staff, unless the patron's misconduct involves actual or potential harm to another patron, or misuse of or actual or potential damage to library property. Staff will inform the patron involved of the relevant conduct policy and rule(s), and warn the patron that continued violation will result in a loss of library use privileges. If the misconduct continues, or if library staff consider the misconduct sufficiently disruptive, the patron may be asked to leave the library for the remainder of that day.

Written notice is not required for initial warnings or exclusions for the remainder of a day. If the patron believes that the treatment is unfair, a supervisor or ranking staff member may be called upon to consider the patron's objection. The supervisor's or ranking staff member's decision will be final.

When a patron under 18 years of age is to be excluded, staff will attempt to notify his or her parent or guardian of the exclusion by telephone, text, or email before the minor patron leaves the library.

SUSPENSIONS FOR ONE DAY OR LONGER

Some misconduct may result in a patron being suspended for longer periods of from one full day up to a full year, depending upon the severity or repeated character of the misconduct. The library director, deputy director, and security manager are authorized to suspend patrons from library use privileges for periods of one full day or longer.

Suspension of library use privileges denies the patron access to the library building and grounds, the bookmobile, online spaces, phone calls to library staff other than the security manager, and all library programs.

Violation of the terms of suspension, including trespassing on library property or harassment of staff by phone or in online environments, will be reported to the Skokie Police Department and may be subject to criminal prosecution or other legal action.

A Notice of Suspension of Library Use Privileges will be provided by receipted-for delivery in person to the patron at the time the suspension is imposed, if possible, or sent to the patron by regular and certified mail at his or her last known address. The Notice shall state the rule violation(s) upon which suspension is based, and inform the patron of the procedure for requesting review of the suspension by the library director. When use privileges of a patron under age 18 are suspended, the patron's parent or guardian will also be notified and will be provided a copy of the Notice of Suspension by regular mail.

The security manager will provide a copy of each Notice of Suspension, marked "Confidential", to the director, deputy director, security personnel, and other appropriate staff so that they are informed of the patron's exclusion as soon as possible.



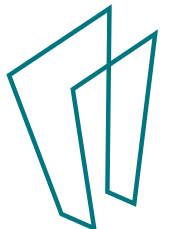
SUSPENSIONS FOR ONE DAY OR LONGER (CONTINUED)

The following are guidelines for suspension periods, which may vary based on the severity of a patron's misconduct and on any past non-compliance by the patron with library use rules.

Length of Suspension	Misconduct Involved
One Day	<ul style="list-style-type: none">• Ignoring repeated warnings about disruptive behavior• Refusing to follow the directions of library staff
One Week	<ul style="list-style-type: none">• Trespassing on library property or bookmobile after having been asked to leave the premises• Minor damage to library property• A repeat or escalation of any of the above misconduct
One Month	<ul style="list-style-type: none">• Threatening or harassing others with hostile or inappropriate remarks• Possession or use of intoxicating or controlled substance• A repeat or escalation of any of the above misconduct
Six Months	<ul style="list-style-type: none">• Stealing from other patrons or the library• Serious damage to library property• A repeat or escalation of any of the above misconduct
One Year or Longer	<ul style="list-style-type: none">• Physically assaulting or inappropriately making contact with other patrons or staff• Lewd conduct• A repeat or escalation of any of the above misconduct

APPEAL PROCEDURE

A patron who wishes to appeal a suspension may do so by making a written request to the library director within 10 days of the date of the Notice of Suspension at the library's address, or by email to the director at the email address provided on the library's website. The library will offer the patron notice of and a reasonable opportunity to be heard by the library director concerning information that the patron deems relevant. The library director's decision on any appeal shall be final.



RE-ENTRY MEETING WITH SECURITY MANAGER

The patron must request a meeting with the library security manager in order for the suspension to be lifted and for the patron's library use privileges to be reinstated after the end of the suspension. The purpose of the meeting is to review the Appropriate Library Use Policy and the library's suspension process. In the case of a patron under age 18, a parent, guardian, or other adult will be encouraged to accompany the minor to the meeting. To request a re-entry meeting, the suspended patron should call the library and ask to speak with the security manager.

During the re-entry meeting, the security manager will:

- Review the reason(s) for the suspension
- Review the current Appropriate Library Use Policy
- Review the current Policy on Enforcement of Library Use Rules
- Request a signature noting the patron understands and agrees to follow the Appropriate Library Use Policy

Adopted by Skokie Public Library Board of Trustees September 13, 2017





SKOKIE PUBLIC LIBRARY

5215 Oakton Street | Skokie, IL 60077 | 847-673-7774 | www.skokielibrary.info

NOTICE OF SUSPENSION OF LIBRARY USE PRIVILEGES

To: _____ Library Card No. _____

On _____ at approximately _____,

you were observed at the _____ of Skokie Public Library.

At that time you were engaging in the following conduct which violated the Appropriate Library Use Policy, a copy of which has been provided to you and which is also attached to this Notice:

- Disruptive behavior affecting staff or patrons
- In possession of objects or substances prohibited at the library
- Unreasonably loud use of cell phone or other electronic device
- Selling products or services or soliciting donations
- Other conduct violating the Appropriate Library Use Policy (see below)

Because of the inappropriate conduct noted above, and/or other history of inappropriate conduct at Skokie Public Library or on library property, your library privileges are suspended until the date shown below. If you come into the library or onto library property before that date, police may be called and you will be subject to arrest for trespassing.

You may appeal this loss of library privileges by sending a written request within 10 days of the date of this Notice of Suspension, addressed to the Library Director at 5215 Oakton Street, Skokie, IL 60077, or by email to the director at director@skokielibrary.info. Your request should explain the reasons why your library use privileges should not be suspended.

Unless the director issues a written determination altering the terms of your suspension, your suspension will be in effect until the date shown below, and until you have requested and participated in a required re-entry meeting with the library's security manager.

Date of suspension of library use privileges: _____

Date on which privileges will be restored: _____, if required re-entry meeting has been held.

Staff member name and title: _____

Signed: _____

Attached: Appropriate Library Use Policy