



APPROPRIATE LIBRARY USE POLICY

Individuals and groups using the library are to conduct themselves in an appropriate manner in keeping with the library's vision and mission. We expect everyone to treat all people and property with respect. The following rules apply to patron conduct on all library property, including the library building, grounds, and bookmobile, as well as to library online environments and to phone calls to library staff or placed while on library property.

1. Disruptive behavior affecting staff or patrons is prohibited, including but not limited to:
 - a. Committing or attempting to commit any action or behavior that would violate any federal, state, or local criminal statute or ordinance
 - b. Fighting, threatening the safety of others, and/or provoking violence
 - c. Harassing others, verbally or physically
 - d. Tampering with, defacing, abusing, damaging, or stealing library property or the personal property of others
 - e. Smoking, any use or preparation of tobacco, or any use or preparation of vaping devices or substances
 - f. Possessing, consuming, or being under the influence of alcohol or illegal drugs
 - g. Carrying firearms and/or dangerous weapons of any type
2. Non-alcoholic beverages in covered containers are permitted throughout the library. Eating in the library is limited to designated areas. Consuming food or drink that creates a nuisance is prohibited.
3. The use of cell phones and other electronic devices is permitted at a reasonable volume that does not disturb others. Suggested locations for phone conversations include vestibules, lobbies, study rooms, and near the elevators.
4. Parents and caregivers are responsible for their children's behavior. Children under the age of eight must be accompanied by a parent or caregiver of high school age or older. All minors must be picked up before the library closes at 9pm Monday-Friday and 6pm Saturday-Sunday.
5. Selling products or services or soliciting donations is not permitted on library property.
6. Taking photographs and/or shooting videos for commercial purposes shall require authorization of library administration.
7. Distributing leaflets and/or petitioning on library property may be permitted outside the library's public entrances but not within the building nor bookmobile.

The library reserves the right to determine whether any person is in violation of this policy and to require that person to leave the library. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a period determined by library staff, and/or to appropriate legal action.

The library reserves the right to inspect all backpacks, bags, briefcases, and purses when library staff believe someone is in possession of stolen library property or weapons.

Video surveillance is enabled in certain locations throughout the building and grounds.

Adopted by the Skokie Public Library Board of Trustees, July 12, 2017

