



## **RULES OF CONDUCT FOR LIBRARY USERS**

In order to insure constructive use of Sanborn-Pekin Free Library facilities, materials, and services, as well as the personal comfort of all patrons, the Board of Trustees has established the following rules for use. These rules are supported by related library policies and procedures.

### **LIBRARY PATRONS ARE EXPECTED TO:**

- Respect the rights of fellow library users.
- Engaged in activities associated with the use of a public library while in the building.
- Comply with library policies and the requests of library staff.
- Check out any materials using a valid library card and be responsible for any fines, fees or other charges due.
- Provide proper supervision of their children. See policy for Safe Child Policy.
- Follow the Library's Computer and Internet Use Policy. Be courteous to other computer users.
- Be fully clothed including shoes, shirt, and shorts or pants, dress or skirt.
- Attend to all personal items brought to the library. The library is not responsible for personal belongings left in or on library property.
- Use the parking lot only when conducting library business.

### **LIBRARY PATRONS ARE PROHIBITED FROM:**

- Physically harming library staff or patrons.
- Stealing library materials.
- Damaging, misusing or defacing library property, furnishings or equipment.
- Misusing or defacing the restrooms (using as a laundry or washing facility).
- Using audio equipment, with or without headphones, at a volume that is audible to others.
- Using profane, offensive or abusive language or gestures.
- Displaying deliberate behavior that is intimidating, threatening, hostile or offensive, or adversely impacts patrons and/or staff work performance.
- Engaging in any kind of sexual activity or lewd behavior, or sexually harassing any person.
- Smoking or use of any tobacco products or smoking devices in or on library property.
- Using, distributing or being under the influence of illegal drugs or alcohol.
- Carrying weapons of any kind by unauthorized persons.
- Engaging in illegal activities.

Any patron violating these rules of conduct is subject to sanctions including, but not limited to, being asked to leave the library premises, or having library privileges limited or revoked.