# Public Use and Conduct Policy

## I. Purpose

A. The Mount Prospect Public Library's Public Use and Conduct Policy is designed to:
   1. Ensure that all patrons can use and enjoy library materials, services, and facilities without unreasonable interference or disturbance by others.
   2. Maintain a secure and comfortable environment for all patrons and staff.
   3. Reserve the right of the library to respond to any and all conduct that disrupts the normal operation of the library or causes safety concerns.

B. This policy applies to patrons on all library property, including the library buildings and grounds, its online environment, and during phone calls with staff.

## II. Conduct at the Library

A. Courtesy and respect for others are essential in a shared, public space. Patrons are expected to follow general conduct guidelines, including but not limited to:
   1. Shoes and appropriate clothing must be worn in the library.
   2. Personal transportation devices are not permitted inside the library buildings, including but not limited to skateboards, bicycles, and scooters. Medically necessary mobility aids such as wheelchairs and walkers are permitted.
   3. Patrons must keep personal belongings with them at all times. The library is not responsible for lost, stolen, or unattended items. Personal items left unattended are subject to removal from the library.
   4. Continued or excessive noise is not permitted, especially in designated quiet areas. Devices should be silenced, and speakerphone use is only permitted in private areas such as a study room.
   5. Running, shoving, roughhousing, or any physical behavior that causes distraction, damage, or risk of injury is not permitted.
   6. Inadequate hygiene that interferes with other patrons' use of the library will result in the patron being asked to leave and return when the issue is corrected.
   7. Restrooms are not to be used for bathing, laundering, personal grooming, or shaving.
   8. Habitual or prolonged sleeping in the library is not permitted.
   9. Selling, soliciting, distribution of leaflets, and loitering are not permitted on library property.
   10. Adults not accompanied by children may be asked to leave spaces designated for children and teens.
   11. Only working service animals as defined by Title II of the Americans with Disabilities Act are allowed in the library, except during scheduled library programs involving animals.
   12. Full meals, foods that may create spills or crumbs, and items with strong odors are not permitted in the library. Covered, non-alcoholic beverages and small snacks are allowed in most areas, except near computer stations. For the safety of patrons with allergies, peanuts are not permitted in the Youth Department.
   13. Behavior of any kind that is dangerous to patrons or staff is not permitted.
   14. Visitors are expected to follow reasonable requests and directions given by staff.

B. Harassing patrons or staff, including verbal, sexual, or physical harassment or abuse, is not permitted. Examples include, but are not limited to the following:

1. Shouting or using profane or inappropriate language.
2. Using threatening language, gestures, or physical acts.
3. Staring at or following an individual or invading another's personal space.
4. Unwelcome questions or comments of a personal nature.
5. Touching other patrons or staff.

C. Children under the age of 9 may not be left unattended anywhere in the library. Children under the age of 9 must be accompanied and directly supervised by a responsible caregiver at all times, in all areas of the library and on its grounds. A “responsible caregiver" is defined as a person age 14 or older who is present in the library and remains attentive to the child’s location and conduct.
   1. Unattended children age 9 and up are free to utilize the library as long as needed, provided their behavior is not disruptive to other patrons or staff.
   2. Staff do not serve in loco parentis (in the place of a parent or guardian). Parents, guardians, and responsible caregivers are solely accountable for the supervision, safety, and behavior of children in the library and on library grounds, regardless of the child’s age.
   3. If a parent or responsible caregiver of a child under the age of 9 cannot be located, or if the library is closing, staff will contact the Mount Prospect Police Department for assistance.

D. Parking in the garage beneath the library is limited to patrons and authorized vehicles during hours when the library is open.
   1. Only vehicles authorized by the library may be in the underground parking garage during closed hours.
   2. Parking regulations posted by the library and/or the Village of Mount Prospect must be observed at all times. Vehicles in violation of parking regulations are subject to towing and/or parking fines.
   3. The library assumes no liability or responsibility for damage to any vehicle using the parking garage.

E. Engaging in any illegal act or violating any federal, state, or local law is not allowed. Examples include, but are not limited to the following:
   1. Fighting, provoking violence, threatening to harm someone or inciting others to do so.
   2. Assaulting patrons or staff.
   3. Damaging, defacing, or stealing library property or the property of others.
   4. Possessing, consuming, or being under the influence of alcohol, controlled substances (legal or illegal), or related paraphernalia.
   5. Smoking or tobacco use anywhere in the library or within 15 feet of building entrances and air intakes, including e-cigarettes or vaping (Per Illinois Public Act 095-0017).
   6. Acts of public indecency.
   7. Carrying firearms and/or weapons of any type, including lookalike weapons. The library adheres to Illinois State Law (Public Act 98-63, the Firearm Concealed Carry Act, 430 ILCS 66) which prohibits the carrying of any weapon, concealed or partially concealed, in any building, real property, or parking area under the control of a public library.

## III. Enforcement

A. This policy cannot anticipate every possible scenario or behavior. The library reserves the right to determine whether a patron is in violation of this policy.

B. Enforcement may include separating patrons, contacting parents of minors, asking for police assistance, or other responses appropriate to the situation.

C. As per 75 ILCS 5/4-7.11, violation of this policy may lead to loss of library privileges which may include temporary suspension, suspension pending authorization to return by Administration or the Board of Library Trustees, or permanent banning from the library.
D. The library will call 911 for emergency assistance when an unsafe, dangerous, or illegal situation arises.

**Revision History**

This policy incorporates and replaces the previous Concealed Carry Policy, Denial of Service Policy, Library Parking, Library Policy on Unattended and/or Disruptive Children, Public Cell Phone Policy, Public Food and Drink Policy, and Smoking. Approved 08/21/2025.