

The Board of Trustees has established these Rules of Behavior so that patrons and staff of The Urbana Free Library have the right to:

- use Library materials and services without being disturbed or impeded by other Library users;
- a safe and comfortable environment; and
- materials and facilities that are in good condition.

Any individual who violates the following policy may be excluded from the Library upon the order of the Executive Director or designated staff.

The following is not a complete list of violations; it is intended for guidance only. The Library reserves the right to require any person violating these rules of conduct to leave Library property. If the person fails to leave the Library when instructed, staff will notify the police. Repeated or severe violations may result in suspension of Library privileges and access to the Library and Library resources, a charge of criminal trespass, and/or prosecution.

The Library's Executive Director and designated staff are specifically authorized to make emergency decisions and judgments within the framework of this policy statement to insure the continued safety of the Library's users, staff, equipment, collection, and buildings and to provide a proper environment in the Library.

The violation of federal or state laws, local ordinances or other Library policies is not permitted on Library property.

In addition, The Urbana Free Library prohibits:

1. Any behavior that disrupts or hinders the use of the Library or endangers public safety on Library property.
2. Any behavior which intimidates or harasses others.
3. Weapons, or any other objects that can reasonably be considered as weapons, on Library property or at any Library-related events.
4. Alcohol and drugs on Library property. Patrons under the influence may be asked to leave Library property.
5. Destruction, theft, or defacing of Library property, deliberate misuse of Library equipment, including but not limited to installing or altering software on Library computers and attempts to bypass Library security, and damaging of Library materials.
6. Sleeping on Library property.
7. Smoking (including vapor and E-cigarettes) or use of tobacco products on Library property or within 20 feet of all entrances.
8. Unattended animals on Library property. Only service animals or animals involved in Library-sponsored programs are allowed in the Library.
9. Strong odors that interfere with or disrupt others using Library spaces.
10. Use of skateboards, roller skates, roller blades, scooters and other similar devices in the Library or on Library property except the public sidewalks. They may be carried into the Library. Bicycles may be parked only in the bicycle racks provided.

11. Noise levels that disturb others. This includes sound from headphones, cell phone ringers and conversation noise levels.
12. Gambling and panhandling. Selling products or services and/or soliciting donations on Library property are prohibited unless authorized by Library administration.
13. Proselytizing, political activities, or distributing pamphlets or other materials directly to Library users in the Library, except to voluntary attendees at announced, identified public meetings or events. Petitions or surveys done in the Library must be specifically authorized by the Executive Director.

Also:

14. Shoes and shirts must be worn at all times.
15. Covered drinks are permitted throughout the Library except in the Archives. Food is limited to the Coffee Shop area, Lewis Auditorium and Satterthwaite Conference Room. In the case of babies and very young children, Library staff members are authorized to exercise some discretion in enforcement of the Library's food and beverage policy. Food may be served in other public areas of the Library for select Library-sponsored events as approved by the Executive Director.
16. The Library is not responsible for personal belongings. If a personal loss occurs, the patron is responsible for notifying the police of the loss.
17. Patron requests for paging individuals will only be done in the case of a genuine emergency.
18. Children's Services and the Teen Area are intended especially for use by youth and their caregivers. Library staff may restrict the access of unaccompanied adults.
19. Parents or legal guardians are responsible for the behavior of their children while their children are in the Library. Children under the age of 8 must be under the direct supervision of a parent or caregiver (age 14 or over) at all times. If a young person under the age of 14 is left unattended after closing, staff are instructed to call the police for a ride home. Library staff are specifically instructed not to provide transportation for children left after closing.

Any person whose privileges have been denied or revoked for more than thirty (30) days shall have a right to appeal to the Library Board of Trustees by appearing in person during the Public Comment session of the agenda at a Board meeting. This appearance must be within sixty (60) days after the person is notified that privileges have been revoked. Such persons' suspension from Library premises shall be rescinded for the limited purpose of attending any Board meeting at which they appear to appeal. The Board of Trustees may extend the usual and customary time limit afforded to an individual for public comment to grant a person making an appeal sufficient time to address the Board. The Board shall hear the appeal, and respond in writing within ten (10) days.

Adopted January 13, 1986
Amended November 12, 2013; February 10, 2015