



338 West Jefferson ■ Auburn, Illinois 62615  
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

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## **AUBURN PUBLIC LIBRARY BEHAVIORAL POLICY**

The Auburn Public Library is an institution designed for, and meant to be used by all public individuals. All individuals using the library are expected to respect the rights of other patrons as well as staff members, and use the library in the manner in which it is intended.

The Library Director and delegated staff members have the authority and responsibility of enforcing discipline within the library.

The Library Director and/or delegated staff members will determine when behavior is inappropriate in the library.

The following behaviors will not be tolerated in or on library property:

- a. Aggressive behavior: Any behavior that may cause physical or emotional harm to someone else and/or urging others to engage in such conduct. (Violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct, including hitting, kicking, spitting, grabbing, name calling, racist remarks and/or actions, etc.)
- b. Violation of any local, state or federal law within the library.
- c. Vandalism or deliberate destruction of Library materials.
- d. Theft of library materials or the personal property of other patrons or staff members.
- e. Deliberate disruption of library procedures.
- f. Use of abusive language in the library.
- g. Eating, Smoking, or drinking in areas not designated for these activities.
- h. Inappropriate Dress (must meet dress code: Shoes and Shirt must be worn while on Library property.)
- i. Entering and/or hiding in areas of the library that are not designated for patrons and/or are for staff only.
- j. Using the restroom facilities in an uncleanly manner, leaving them unfit for others to use comfortably.
- k. Children under the age of ten (10) should always be accompanied by a responsible adult or care giver.

All areas outside of the library including, all lawn and landscaped areas, the parking lot, and the A/C & furnace enclosures are considered library property.



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## PROCEDURE

- a. **WARINING GIVEN:** In cases the patron or patrons behaving badly will be given a verbal warning and asked to behave in an appropriate manner.
- b. **TEMPORARY EXPULSION:** Patrons who refuse to behave in an appropriate manner after being verbally warned will be asked to leave the library for a designated period of time. Any patrons under the age of 18 will be asked to provide their name and a warning letter will be sent to their parents.
- c. **PERMANENT EXPULSION:** When inappropriate behavior is displayed by a patron again after returning to the library after temporary expulsion, the patron will then be warned that another episode of poor behavior will result in permanent expulsion. Any patrons under the age of 18 will be asked to provide their name and a banning letter will be sent to their parents. In the event the patron does not give their name they will be permanently banned until the information is provided.
- d. **POLICE INVOLVEMENT:** In extreme cases, when behavior poses a clear danger to her/himself or others, or where he/she deliberately violates the law, or where he/she refuses to leave the library after being asked to leave by the director or designated staff member the director or staff member is then authorized to call the police.

The Library reserves the right to amend this document whenever the situations deems necessary.

**Adopted: 09/20/2013**  
**REVISED: 04/19 /2016**