

# **Patron Conduct Policy**

## **Argenta-Oreana Public Library District**

The Argenta-Oreana Public Library District (hereafter “the Library”) is committed to maintaining a safe and pleasant environment conducive to a variety of library-related activities. As such, library users are asked to respect other users, the library staff, the library district’s property, and themselves.

Library staff will act accordingly to protect other library users, the library district’s property, and themselves.

Behaviors which require staff intervention and possible repercussions include, but are not limited to:

- Being under the influence of alcohol or illegal drugs
- Any sort of illegal activity or possession of illegal items
- Smoking or drinking alcohol on library property, in accordance with Illinois law
- Any display of violence or threat of violence
- Disruptive, threatening, abusive, obscene, and/or erratic behavior or activity
- Disrespectful behavior or language toward other users or staff
- Harassment of other users or library staff
- Theft of any property or destroying/mutilating property
- Violation of other library policies

Depending on the severity and continuation of the behavior, library staff may ask patrons to discontinue their behavior, leave the premises, revoke their library privileges, bar them from library district property, and/or call the police. Severe incidents will be reported to the Director and a written report will be kept on file. Incidents may also be reported to the Library Board of Trustees. Parents or guardians of patrons younger than 18 years old who are involved in severe incidents will be informed of the child’s behavior and any consequences.

Service animals are allowed in the library to assist users with disabilities, but other animals are not allowed in the building, unless part of a library-sponsored program.

Library users must also understand the libraries are public buildings with many activities. At certain times, such as after school or during a program, the library district cannot guarantee a certain noise level, seating, or table space. Accommodations for users will be made as appropriate.

## Security Cameras

The Library has security cameras to enhance the safety and security of Library patrons, staff, and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of Library security and operations. The security camera installation consists of dedicated cameras providing real-time surveillance and recorded archival data. There is no audio recording associated with the cameras. The Library posts signs at all public entrances alerting patrons to the use of security cameras for monitoring and recording on Library property, both inside and outside.

Live surveillance and recorded data are accessible in staff areas only. Only the following administrative staff members are permitted to release recorded archival data to law enforcement in compliance with this policy: Library Director and Assistant Director. Such authorized administrative staff may direct other staff to access and isolate live or recorded data related to a specific incident or may ask other staff to view live or recorded data in order to ascertain security concerns. Authorized staff shall notify the Library Director whenever archival video data is accessed.

### *Activity on Library Property*

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to access the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security/operational concerns. In the discharge of such duties, authorized staff members are permitted to connect the recorded digital image with identification data available on the Library's patron databases.

### *Requests from Law Enforcement and Department of Children and Family Services (DCFS)*

Authorized staff may use live surveillance or recorded data to cooperate with DCFS or law enforcement investigations of criminal activity, missing persons, or runaways. Any such video data provided to law enforcement or DCFS will be with the knowledge and authorization of the Library Director when possible. If the Library Director cannot be reached in a timely manner, the Assistant Director may provide authorization.

### *Privacy*

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to Library patrons by Illinois State law, the Library's policies, and the American Library Association's policies on confidentiality and privacy, with footage released only in accordance with and as required by law.

## **Unattended Children**

To ensure the safety of children at the library, all children aged seven and younger must be accompanied by an adult or a mature adolescent, unless the child is participating in a library-sponsored program. Library staff will attempt to contact parents/guardians or the police, if necessary, if a child younger than eight years old is at the library alone.

The parents of any child left at the library at closing will be contacted. The police may need to be contacted to transport a child if he/she is still at the library more than 15 minutes after the library has closed. At no time will staff transport children home or to another location.

## **Appeal**

Library users who have had privileges revoked and/or who have been barred from library property may appeal in writing to the Library Board of Trustees, who will address the issue in the monthly public meeting.

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