



Library Use Policy

The Morton Grove Public Library Board of Trustees is responsible for determining the rules of behavior in the Library building and surrounding grounds. The Library Board of Trustees believes that patrons have the right to free and easy access to Morton Grove Public Library public spaces, materials, and services in a safe and comfortable environment; that materials are accessible and in good condition; and that library users should not disrupt or hinder other users' access to public library spaces, materials, and/or services.

The Library is committed to reducing barriers that hinder or restrict access and prioritizing actions that support full and equitable access to all.

CONDUCT AT THE LIBRARY

General Guidelines

- Act in a safe and legal manner. Avoid disorderly or disruptive conduct.
- Keep personal property with you at all times.
- Keep aisles, exits, and entrances free from impediments and open and safe for others to pass.
- Keep shoes and shirt on at all times. Wear appropriate clothing so as not to constitute a nuisance or threat to other library patrons, volunteers, and staff.
- Services animals, as defined by the Americans with Disabilities Act, are permitted in the Library. Animals must be attended at all times and not cause a disturbance or danger to other patrons.
- Sleeping is allowed if it does not limit access to library entrances, exits, library collections, workstations, or staff.

Library Grounds

- Bicycles, electric bicycles, and scooters should be secured at the bike rack on the west side of the building. Bike locks are available for checkout at the public service desks. In order to ensure the safety and security of library patrons and your property, do not leave bicycles, electric bicycles, or scooters unlocked or chained to exterior handrails.
- Benches and tables, available for use by the public, are located on the south and west sides of the library building.
- The Morton Grove Public Library is a completely smoke-free facility. Smoking, vaping, or using other tobacco/marijuana products is not allowed in the library building or on library grounds.

Children in the Library

- The Library welcomes the use of its facilities and services by children of all ages.
- Parents are responsible for the safety and behavior of their children in the Library and on Library property, whether or not the parents are in attendance.
- Library staff are not responsible for the supervision of children.

- See the [Children in the Library](#) and [Unattended Children and Vulnerable Adults](#) policies for more information.

Third Party Photography and Filming

- Library users may film library staff only in public service areas as part of their First Amendment rights.
- Library staff may redirect any photography, filming, or recording away from public service desks or computer use areas to avoid other patrons with identifiable library materials in their possession. The Library complies with all applicable laws governing privacy and confidentiality of patron records.
- Filming for commercial purposes must be approved in advance by the Executive Director or their designee.

FIRST LEVEL

In Public Spaces

- Keep your voice at a normal speaking level and use polite language.
- Library users are encouraged to use headphones whenever possible. To reduce unintended noise, the use of speaker phones is prohibited.
- Beverages are allowed and must remain covered.
- Dry odorless snacks are allowed while seated at a table.
- Breastfeeding may take place in any area of the Library. The Care Room in the Youth Services Department may be used for greater privacy.
- Content viewed on any library computing device or piece of equipment or on personal devices should not cause disturbance, offense, or create a hostile environment for other users of the Library.

Computer Room

- Patrons must use headphones at all times, if viewing content with sound.
- Quiet conversation is allowed but should be kept to a minimum.
- Cell phone conversations should be limited and conducted quietly to minimize disturbance and disruption to other users of the Library's computers.
- Covered beverages are allowed. The consumption of food is prohibited.
- Content viewed or accessed using Library computers may not violate any local, state, or federal code or laws. The Library does not filter internet content.

Quiet Reading Room

- Patrons must use headphones at all times, if viewing content with sound.
- Conversations, both in-person and cell phone, must be conducted in other areas of the Library or outside of the building.
- Covered beverages are allowed. The consumption of food is prohibited.

Study Rooms

- Keep your voice at a normal speaking level and use polite language when conducting conversations.
- Groups using the study rooms should follow room capacity guidelines.
- Library users are encouraged to use headphones whenever possible. To reduce unintended noise, limit the use of speaker phones.
- Covered beverages and dry odorless snacks are allowed.

Restrooms

- Use Library restrooms courteously with the safety and comfort of others in mind.
- The Library has both multi-stall restrooms and all gender, single-use restrooms on the main floor.
- Shaving, bathing, and washing of personal items are not allowed.
- Notify Library staff immediately if you encounter any hygiene or safety hazards in any of the public restrooms.

LOWER LEVEL

In Public Spaces

- Keep your voice at a normal speaking level and use polite language.
- Library users are encouraged to use headphones whenever possible. To reduce unintended noise, the use of speaker phones is prohibited.
- Beverages are allowed and must remain covered.
- Dry odorless snacks are allowed while seated at a table.
- Breastfeeding may take place in any area of the Library. The Care Room in the Youth Services Department may be used for greater privacy.
- Content viewed on any library computing device or piece of equipment or on personal devices should not cause disturbance, offense, or create a hostile environment for other users of the Library.

Computer Workstations

- Patrons must use headphones at all times if viewing content with sound.
- Use of computers is limited to children 8th grade and below.
- Use of computers by children under 8 years must be directly supervised.
- Covered beverages are allowed.

Middle School Space

- During the school year, this space is limited to middle school students after school and on weekends.
- During school breaks, this space is limited to middle school students at all times.
- Use of the Nintendo Switch gaming console is limited to middle school students at all times.
- Games are provided in this space for middle school students.

Care Room

- Any person visiting the library can use the Care Room for a variety of reasons such as calming themselves or a child, nursing, or prayer.
- Diaper changes should be performed in the bathroom and not within the care room. Dirty diapers should be disposed of in the appropriate bag and container in the bathroom.
- Calming items such as a white noise machine, noise-cancelling headphones, fidgets, and books about feelings are available and should not be removed from the room.
- A prayer rug and shoe rack are provided for public use and should remain in the care room.

PROHIBITED BEHAVIOR

- Theft or intentional damage to Library property.
- Theft or intentional damage to the property of other Library users.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring at, following, making suggestive or unwanted remarks, and/or offensive touching.
- Consumption, or being under the influence of alcohol or controlled substances. Illegal consumption, selling, or solicitation of such substances.
- Consumption of food or drink that creates a nuisance (e.g., disruptive noise or offensive odor).
- Emitting offensive odors or scents from self, personal belongings, or food items that constitute a disruption to other patrons, volunteers, or staff.
- Smoking, consumption or use, selling, or solicitation of any and all tobacco-derived or tobacco containing products, cannabis-derived or cannabis containing products, and vaping.
- Possession or use of a weapon. The only exception is for sworn law enforcement officers.
- Computer use that violates federal, state, or local laws or regulations, including those regarding accessing, viewing, downloading, printing, and distributing child pornography.
- Soliciting, petitioning, canvassing, posting notices, fundraising, or selling on library property unless authorized by the Executive Director or their designee.
- Any other unlawful, disruptive, or unacceptable conduct as reasonably determined by Library administration or other policies approved by the Library Board of Trustees, that interferes with the Library's ability to ensure a safe and inclusive environment for its users.

VIOLATIONS OF LIBRARY USE RULES

Library staff responding to possible violations of the Library Use Policy may at any time request that patrons identify themselves by showing library cards or other documents such as a driver's license or school ID. The Library may contact law enforcement when staff believe someone has stolen library materials or is in possession of something that causes a safety concern.

The Library reserves the right to determine if anyone violates this policy. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a period determined by library staff and/or appropriate legal action.

Initial Warning or Exclusion for the Remainder of Day

A patron who does not comply with one or more of the Library's conduct rules may receive an initial verbal warning from Library staff, unless the patron's misconduct involves actual or potential harm to another patron or library staff, or misuse of or actual or potential damage to library property. Staff will inform the patron involved of the relevant conduct policy and rule(s), state the desired and expected behavior, and warn the patron that continued violation will result in a loss of library use privileges. If the misconduct continues, or if Library staff consider the misconduct sufficiently disruptive, the patron may be asked to leave the library for the remainder of that day.

Written notice is not required for initial warnings or exclusions for the remainder of a day.

Suspensions for One Full Day or Longer

Some misconduct may result in a patron being suspended for longer periods from one full day up to a full year or more, depending upon the severity or repeated character of the misconduct.

Suspension of library use privileges denies the patron access to the library building and grounds, online spaces, phone calls to or other contact with library staff other than the Executive Director, and all library programs.

Violation of the terms of suspension, including trespassing on Library property or harassment of staff by phone or in online environments, may be reported to the Morton Grove Police and may be subject to criminal prosecution or other legal action.

A Notice of Suspension of Library Use Privileges will be provided by Library staff to the patron in person at the time the suspension is imposed, if possible, or sent to the patron by certified mail at their last known address. The Notice shall state the rule violation(s) upon which the suspension is based and inform the patron of the procedure for requesting review of the suspension by the Morton Grove Public Library Board of Trustees. When use privileges of a patron under age 18 are suspended, the Library will notify, when possible, the patron's parent or guardian and will provide them a copy of the Notice of Suspension by certified mail. The Executive Director will notify the President of the Library Board of Trustees and relevant staff of all patron suspensions.

The following are guidelines for suspension periods for misconduct which may include but are not limited to behaviors listed below and which may vary based on the severity of a patron's

misconduct, on any past non-compliance by the patron with library use rules, or on any extenuating circumstances.

Length of Suspension	Misconduct Involved
One Day	<ul style="list-style-type: none"> • Ignoring repeated warnings about disruptive behavior • Refusing to follow the directions of library staff
One Week	<ul style="list-style-type: none"> • A repeat or escalation of any of the above misconduct • Trespassing on library property after having been asked to leave the premises • Minor damage to library property
One Month	<ul style="list-style-type: none"> • A repeat or escalation of any of the above misconduct • Threatening, harassing, or abusing others • Possession or use of intoxicating or controlled substance
Three Months	<ul style="list-style-type: none"> • A repeat or escalation of any of the above misconduct • Excessive damage to library collections/materials
Six Months	<ul style="list-style-type: none"> • A repeat or escalation of any of the above misconduct • Stealing from other patrons or the library • Serious damage to library property
One Year or Longer	<ul style="list-style-type: none"> • A repeat or escalation of any of the above misconduct • Physically assaulting or inappropriately making contact with other patrons or staff • Lewd conduct

APPEALS PROCEDURE

Patrons will be given the opportunity to discuss the basis of the suspension with the Executive Director.

Suspensions may be appealed to the Library Board of Trustees by a written request for a hearing submitted to the President of the Library Board of Trustees within 10 days of the date of the suspension. The hearing will be held as soon as practicable and will be subject to the applicable provisions of the Open Meetings Act. The Board may vote to uphold or override the decision of the Executive Director. All decisions of the Library Board of Trustees are final.

Supersedes the Patron Code of Conduct Policy.

Adopted by the Morton Grove Public Library Board of Trustees on November 14, 2024