



USE OF THE LIBRARY POLICY

General

The Glencoe Public Library (Library) is dedicated to encouraging the use of the Library by patrons of all ages as a vital center of community life. The Library welcomes all residents and visitors. The Library seeks to provide a safe and pleasant environment to pursue informational and recreational interests.

It is expected that patrons of the Library abide by the usual norms of courteous and considerate behavior in public buildings, which include interaction with other library visitors and the use of online resources. There is an expectation that each person treats all people and property respectfully. The Glencoe Public Library will uphold all federal, state and local laws in regard to public behavior. Individuals and groups visiting or using the Library must comply with the following regulations:

Regulations

Patrons are prohibited from the following when using the Library:

- fighting, threatening the safety of others, and/or provoking violence
- loud, abusive, threatening or insulting language or behavior including language or behavior that offends, threatens, insults individuals or groups based on race, color, gender, age, religion, national origin, sexual orientation, different ability, or other traits
- defacing, damaging or stealing library property or the property of others
- littering
- possessing, consuming, or being under the influence of alcohol or illegal drugs; inebriation
- carrying weapons of any type
- smoking in any form inside the Library or within 20 feet of building (see No Smoking Policy)
- use of incendiary devices such as candles, matches or lighters
- use of cellphones in public spaces above a reasonable volume; patrons unable to do so will be asked to use cellphones outside
- selling products or services or soliciting donations except when part of a library-sponsored program
- distributing leaflets and/or petitioning inside the library building
- photographing and videorecording without prior permission of the Executive Director or in violation of our Photograph & Videorecording Policy
- having offensive bodily hygiene including overpowering perfume or cologne as to constitute a nuisance to other persons
- leaving unattended belongings (see Patrons Belongings below)
- any other behavior which could reasonably be expected to disturb other patrons or interfere with the library staff performance of their duties

Patrons may not harass, verbally, physically or sexually, other patrons or library staff. Harassment includes, but is not limited to the following:

- making inappropriate personal comments or sexual advances
- using obscene or lewd language or gestures
- staring at, or following a patron, volunteer or staff in a manner that reasonably can be expected to disturb him or her
- exposing others to sexual content on the Internet

The Glencoe Public Library reserves the right to determine whether any person is in violation of this policy and to require that person to leave the Library. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a time period determined by the Executive Director and/or appropriate legal action.

Video surveillance is enabled in certain locations throughout the building.

Patron Belongings

Wheeled Items

Items with wheels will only be allowed in the Glencoe Public Library (Library) when utilized for their intended purpose, including, but not limited to,

- Strollers
- Wheelchairs
- Walkers

Skateboards, scooters and fold-up bicycles will only be allowed if carried.

Oversize Items

Oversized items will generally be allowed if they do not obstruct walkways, public areas or create a safety hazard. Allowable items include, but are not limited to,

- Musical Instruments
- Artist Portfolios
- Architecture Document Tubes
- Sports Equipment

Unattended items

The Library prohibits patrons from leaving their belongings unattended for extended periods while using the Library. Unattended items are subject to confiscation. Staff are not responsible for monitoring patron belongings.

Lost, Stolen or Damaged Property

The Library is not responsible for personal items which are lost, stolen or damaged in or on the library grounds. Any belonging may be forbidden if it presents a potential health or safety risk for patrons and library staff.

Use of Library Regulations	
Adopted	July 17, 1996
Reviewed	
Revised	January 12, 1999; September 20, 2006; January 21, 2010; January 19, 2011; April 17, 2013; October 17, 2018
Patron Belongings Policy	
Adopted	November 16, 2016
Reviewed	November 20, 2019
Revised	
Use of the Library Policy	
Adopted	November 18, 2020
Reviewed	
Revised	