

DeKalb Public Library Code of Conduct

The DeKalb Public Library strives to provide a welcoming and safe environment for all visitors. To achieve this, all patrons, volunteers, and staff members are expected to treat each other and the facility with respect, and to behave in a manner conducive to the activities usually associated with the use of a public library. Individuals not following this code of conduct and other library policies, behaving in a manner which interferes with others' ability to use the library, or otherwise not engaged in library-related activities may be asked to leave the premises. Such behavior may result in an individual being restricted from the premises and of the use of library services for a period of time, or in arrest or

- Children aged 0-7 must be accompanied by a caregiver at all times. Children aged 8-10 must have a caregiver present in the building at all times. Caregivers must be at least 14.
- Conversations and the use of audible devices (with or without headphones) may not disturb others.
- Library furniture, materials, and equipment must be used for their intended purpose in a manner that does not interfere with others, and must not be moved without staff approval.
- Personal belongings must be attended at all times. Responsibility for lost, stolen, or damaged items rests solely with the owner.
- Drinks with lids are allowed in the library.
- Non-messy, odor-free snacks are allowed in designated areas only. Patrons must report spills immediately to staff and discard all trash after eating or drinking. Group meals and food delivery are not allowed. The Library reserves the right to restrict patrons from eating in the building at its discretion. Please avoid nuts and peanuts for the safety of those with life-threatening allergies.
- Shoes must be worn at all times.
- Sleeping, personal grooming, laundering, and sexual activity are not permitted.
- Improper use of the restrooms is not allowed.
- Individuals whose fragrance or body odor acts as a nuisance to others may be asked to leave.
- The taking of photographs and videos shall comply with the Library's Video and Photography Policy.
- Alcohol is not allowed. An exception may be made for events with prior permission from the Director. Anyone exhibiting signs of intoxication or substance abuse will be asked to leave.
- Tobacco products, e-cigarettes, marijuana, vaping, and illegal drugs are not allowed.
- Firearms and other dangerous weapons are not allowed on Library property unless they are in the possession of a sworn law enforcement officer. Signage is posted at entryways pursuant to 430 ILCS 66/65.
- Fighting, horseplay, and other threatening, loud, or insulting language or behavior are not allowed.
- Hate speech or symbols are not allowed.
- Sporting equipment may not be used on Library property except for Library programs. Bicycles must be stored at bicycle racks.
- On-duty service animals and animals involved in Library programs are welcome. Pets and other animals are not allowed in the building.
- Patrons who fail to comply with requests made by library staff may be asked to leave.
- Adults not accompanied by children or teens may not utilize areas designated for children or teens unless actively selecting materials. Adults may use the Teen Corridor unless a sign is posted reserving it for teens.

DeKalb Public Library Rules for Kids

Everyone must follow the Library’s Code of Conduct. This version has been written to make the rules easier to follow for kids using the Library.

KIDS MUST BE SUPERVISED BY A PARENT OR CAREGIVER.

- Parents or guardians are ultimately responsible for minor children at all times.
- Children under age 11 must be supervised by a parent or caregiver on library premises at all times. Caregivers aged 14-17 may supervise up to three children.

ADULTS WHO DON’T HAVE KIDS WITH THEM MAY NOT SPEND TIME IN AREAS DESIGNATED FOR CHILDREN OR TEENS UNLESS THEY ARE ACTIVELY LOOKING FOR MATERIALS.

| | |
|------------------------|---|
| Newborn to 7 years old | Caregiver must be in sight of the child |
| 8 to 10 years old | Caregiver must be in the library building |
| 11 to 17 years old | Children and teens 11 and older may be in the building unattended. If asked by library staff, unattended children and teens must provide caregiver’s contact information. |

BE RESPECTFUL:

- Use indoor voices
- Don’t swear or use hate speech
- Let people enjoy the library without interruption—don’t ask for money or food, or try to sell things
- Only take pictures of people who have said it’s ok
- Listen to library staff
- Keep snacks and drinks out of the Tree Room and away from the computers. Food can’t be smelly, messy, or sticky, and drinks need lids.
- Clean up any messes and put away toys you used
- Only use the bathroom to go to the bathroom—not to play, hang out with friends, or anything else

BE SAFE:

- Don’t fight (or play fight)
- Walk instead of running
- Keep your shoes on
- Keep your things with you so they don’t get lost or stolen
- Only use the toys and furniture the way they were meant to be used
- Don’t use sports equipment in the library
- Lock up your bike in a bike rack
- Leave any tobacco, drugs, alcohol, weapons, or pets at home

DeKalb Public Library Rules for Teens

Everyone must follow the Library's Code of Conduct. This version has been written in collaboration with DKPL teens to make the rules easier to follow for teens using the Library.

WE RESPECT EACH OTHER BY...

- Being considerate of other people in all library spaces, but especially outside of the Teen Room and Teen Corridor
- Not yelling, not threatening or harassing others, and not using hate speech or bullying (including racial, sexual, or anti-LGBTQ comments)
- Saving public displays of affection for places other than the library
- Keeping our hands to ourselves and by not fighting inside or outside of the library building
- Listening to and respecting library staff and following their instructions at all times

WE RESPECT THE LIBRARY BY...

- Following library policies, including the Library's Code of Conduct
- Being responsible for our things
- Not running, jumping, throwing things, or using furniture for other than its intended purpose
- Not breaking things or making messes on purpose
- Putting our bikes in the bike racks and not using sports equipment in the building
- Not using or bringing tobacco products, drugs, or weapons to the library
- Cleaning up after ourselves, not eating or drinking near books or equipment, and telling library staff if something spills
- Only using restrooms to go to the bathroom—not putting on makeup, hanging out, or anything else

WE CAN....

- Use the Teen Room and Teen Corridor for studying, reading, visiting with friends, and engaging in library programs
- Have covered drinks and non-messy snacks
- Express our opinion or displeasure in a respectful way
- Play music in the Teen Room, unless it becomes disruptive to others
- Share our ideas with library staff to make the library space and programs even better for teens
- Use the study rooms with up to 4 people in one room