



LIBRARY USE POLICY

June 2026

Purpose

Individuals and groups using the Riverside Public Library (Library) are to conduct themselves in an appropriate manner in keeping with the Library's vision and mission. We expect everyone to treat all people and property with respect. The following policy is authorized under the Local Library Act, Chapter 75 ILCS 4-7 et seq. This policy applies to patron conduct on all Library property, including the Library building and grounds, as well as to Library programs and events outside the Library where staff are present, online library environments, and to phone calls to the Library.

Policy

Disruptive behavior that hinders staff or patrons use of the Library is prohibited. These behaviors include, but are not limited to:

- Engaging or attempting to engage in any activity or behavior in violation of federal, state, or local statute or ordinance, or Library policy
- Carrying firearms and dangerous weapons of any type
- Selling, using, possessing, or being under the influence of alcohol or illegal drugs
- Smoking, vaping, chewing tobacco, and other tobacco use in Library and smoking or vaping within 20 feet of a Library entrance.
- Fighting, running or threatening the safety of others
- Verbally or physically threatening, harassing or assaulting other patrons, volunteers, or staff
- Stealing, damaging, altering, or inappropriately using Library property and equipment, including the personal property of other patrons
- Damaging or altering any computer system hardware or software configurations, or otherwise improperly using public internet
- Trespassing in nonpublic areas, or being in the Library without the permission of an authorized library employee before or after Library operating hours
- Lying down anywhere or blocking access to public ways
- Using outdoor or sporting equipment inside the Library
- Bringing pets or animals, other than service animals necessary for disabilities, as defined by the Americans with Disabilities Act (ADA), into the Library, except as authorized by the Library Director. Emotional support animals are not allowed in the Library.
- Using phones or other audible communication devices without headphones or with headphones set at a volume that disturbs others
- Campaigning, petitioning, proselytizing, taking surveys, distributing handouts, or soliciting for any cause

Shirts and shoes are required to be worn inside the Library. Clothing must not be disruptive to the Library environment.

Food is not allowed in the Library. Non-alcoholic beverages are allowed in covered containers.

Children under the age of 8 must be supervised by a responsible caregiver 14 years or older at all times. See Unattended Child policy for more details.

Public restrooms may not be used as laundry or bathing facilities, nor as a gathering place.

Patrons whose hygiene and personal effects are offensive to others may be required to leave the building and may return when the problem has been corrected.

The Library is not responsible for personal belongings that are left unattended.

Patrons may be required to sign waivers to participate in certain Library programs or activities.

The Library reserves the right to limit the size and number of items brought into the Library. Video surveillance is enabled in certain locations throughout the building and grounds.

Policy Enforcement

Enforcement of these rules will be conducted in a fair and reasonable manner. 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.

For suspensions of library privileges of more than one week, a written letter will be sent to the offending patron. Suspensions of more than one month must be approved by the Library Board of Trustees. A certified letter stating the cause of the suspension will be sent to the offending patron. Any suspension may be appealed in writing to the Library Director, who will bring it to the Board of Trustees at their next monthly meeting. The Board of Trustees' decision is the final authority. Serious infractions may also qualify for long term suspensions, which are reviewed on an annual basis, or a permanent ban.

In order for a patron's library privileges to be reinstated after the end of any suspension one month in length or longer, the patron must request a meeting with the Library Director or their designee. In the case that the patron is under the age of 18, a parent, guardian or other adult will be required to accompany the minor to the meeting. During the re-entry meeting, the Library will do the following:

- Review the reason for the suspension
- Review the current Library Use Policy
- Request signature from the patron affirming that the patron understands and agrees to follow the Library Use Policy

Approved by the Riverside Public Library (RPL) Board of Trustees on September 11, 1990

Revised and Approved by the RPL Board of Trustees on November 11, 2008

Revised and Approved by the RPL Board of Trustees on October 8, 2013

Revised and Approved by the RPL Board of Trustees on April 11, 2017

Revised and Approved by the RPL Board of Trustees on July 9, 2019

Revised and Approved by the RPL Board of Trustees on June 23, 2026