

CODE OF CONDUCT

The Rockford Public Library strives to provide a safe, pleasant, and welcoming environment for all Library visitors. To support this purpose, the Library Board of Trustees has adopted this Code of Conduct guiding behavior in the Library.

The Rockford Public Library provides equal and open access to its facilities and resources. While everyone has an equal right to access Library services and facilities, no person has the right to interfere with the ability of others to use and enjoy Library resources, services, and facilities.

Behavior becomes unacceptable when it interferes with appropriate use of the Library by others or when it could result in a disruption, safety hazard, injury, or damage to Library property.

To foster a reasonable and welcoming environment for all visitors, Library visitors are expected to:

- A. Use the Library for its intended purposes: to seek information, knowledge, or education.
- B. Attend to their personal belongings. The Library is not responsible for personal belongings left in or on Library property. Personal belongings should be limited to an amount that fits under a chair.
- C. Enjoy food and drinks responsibly while in the Library, including:
 - Eat foods in designated areas. Snacks, such as cheerios, brought into the Library by parents, are permitted for small children. Parents are expected to clean up any mess. Food in a designated area of a Teen Room is permitted, under the supervision of staff.
 - Food in meeting rooms are permitted if arrangements have been made in advance. Usually this occurs with rental of the rooms and a cleaning charge.
 - Keep food and drinks away from the computers.
 - Avoid spills by using covered containers for beverages.
 - Alcohol may be allowed by Special Permit for Library-sanctioned activities.
- D. Use public restrooms for intended purpose only.
- E. Maintain dress and personal hygiene appropriate for a public place of business.
- F. Refrain from entering non-public areas unless authorized by staff.

The following actions and behaviors are considered inappropriate on Library property and thus prohibited:

te on Library property and thus prohibited:

- A. Activities that would be a violation of any federal, state or local criminal statute or ordinance.
- B. Selling products or services or soliciting donations on Library property.
- C. Intoxication to the point of impairment of one's mental or physical abilities.

CODE OF CONDUCT

- D. Smoking, vaping, or inhaling vapor or gases (commonly known as huffing).
- E. Possession of weapons, alcohol, or any illegal substances.
- F. Sleeping in the Library and on Library property.
- G. Bathing in the Library restrooms.
- H. Bringing animals other than service animals into the Library.

Rockford Public Library maintains the right to expel from a Library facility any individual who contributes to a disruptive or unsafe environment or is determined to have violated this policy.

Serious or repeated misconduct may lead to restrictions including loss of Library privileges for a period determined by Library staff, and/or to appropriate legal action. Individuals have the right to appeal a loss of Library privileges within seven (7) days by submitting any information they desire to be considered in writing to Executive Director of RPL.

1st Violation	2nd Violation	3rd Violation	4th Violation*
Warning (Any staff member and security can issue a warning)	30 days (Manager, Staff-in-Charge, or security must issue)	One year (Manager or Staff-in-Charge must issue)	Permanently Suspended (Executive Director must issue)

+ After formal warning, customers may stay in the building.

** Suspension is loss of access to all library privileges including entering the building.

Parents and legal guardians are responsible for their children's adherence to the customer code of conduct. If necessary, due to previous behavior violations, parents will be notified that they need to accompany and directly supervise their children in the library.