

## **PATRON RIGHTS AND RESPONSIBILITIES**

REVISED 4/02/03  
APPROVED 4/08/03  
REVISED 5/22/07  
APPROVED 7/11/07

The Sycamore Public Library is a public institution dedicated to providing a place for people to meet, study, and learn. The following policy has been adopted by the Board of Trustees in order:

- to protect the rights of individuals to use library materials and services.
- to protect the rights of library employees and volunteers to conduct library business without interference.
- to ensure the use of the buildings, materials, and services by the greatest number of individuals.
- to preserve those materials and facilities from harm.
- to ensure the safety of library patrons, employees, and volunteers.

The Board authorizes the director or his designee to revoke or restrict library privileges of any individual who behaves contrary to these rules. The Board also authorizes the director to file charges against individuals who continually transgress these rules.

There are three basic rules for using the library. All library employees are authorized to bring to an individual's attention any act or omission which violates these rules and detracts from the decorum of the library. Such an individual will be asked to change his behavior to conform to the rules. If such change is not evident or forthcoming that individual will be asked to leave the library building and library property. If the individual does not leave of his own accord, police may be called for assistance.

Depending on the severity or repetition of the misbehavior, individuals who have been asked to leave the building and property may be barred from returning to the library. Individuals who have been barred may be asked to talk to the director or her designee before being readmitted. Juveniles may be asked to bring a parent or guardian to such a conference.

### **CODE OF CONDUCT**

1. Respect yourself
  1. Keep personal information private
  2. Leave tobacco products at home or in your car
  3. Stay productive
  4. Always wear shoes and shirts
  5. Bicycling, rollerblading, or skateboarding is prohibited anywhere on library property
2. Respect others
  1. Speak quietly
  2. Talk with kindness, gratitude and caring
  3. Keep you cell phone on vibrate and if you must take the call, take it outside

4. If it doesn't belong to you, leave it alone
  5. Make room for others to walk through
  6. Trained guide or leader dogs assisting patrons with special needs and those being used in Library sponsored programs are welcome
  7. Provide identification to library staff when asked
  8. Soliciting in the Library building or on its grounds is prohibited
  9. Reserve a meeting room for group activities. (See meeting room policy for additional information)
3. Respect property
1. Take care of the items you borrow
  2. Handle items with clean hands
  3. Put DVDs back in their cases when you are done watching them
  4. Park in designated spaces only
  5. Covered drinks and small non-disruptive snacks are allowed in the library.
  6. If you spill, let someone know so it can be cleaned up.

These rules have been established and promulgated in accordance with the Municipal Code of the City of Sycamore, Article 5 Chapter 4. These rules may be supplemented, altered, added to or changed by the Library Board at its discretion.

Also, see the **Unattended Children Policy** for more information about minors in the library.