



## **Patron Rights and Responsibilities Policy**

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 building, 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.

Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Sycamore Public Library property.

The Board authorizes the director or her/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: respect yourself, respect others, and respect property. 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 or her 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 will be notified as to how long he/she must stay away from the library.

### **LIBRARY SPACES**

There are four main public spaces in the library; the Children's department, the Teen Zone, the Adult Services department, and the Vestibule and Lobby.

**THE VESTIBULE AND LOBBY** provide a safe place for all patrons to return materials and/or enter and leave the library.

Approved 2/12/13

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**THE ADULT SERVICES DEPARTMENT** provides a safe place for patrons of all ages to read, study and surf.

**THE TEEN ZONE** offers a safe place for teens between ages 12 – 19 years of age to read, study and surf. The Teen Zone is for use by those patrons who are accessing the special materials contained in the teen collection and for use by teens and their tutors or caregivers. Between the hours of 9:00 a.m. and 12:00 p.m. on weekdays when school is in session adults may use the Teen Zone Rotunda for quiet work.

**THE CHILDREN'S DEPARTMENT** offers a safe place for children newborn through age 12 and their parents or caregivers to read, study and surf. Children's department is available for use by those patrons who are accessing the special materials contained in the children's collection and for use by children and their caregivers, to attend children's programs, and to utilize other services provided by children's departments.

## **ENSURE A SAFE, SECURE, COMFORTABLE, WELCOMING, HEALTHY AND CLEAN ENVIRONMENT**

Mutual respect makes it possible for everyone to enjoy Library materials and services. We ask Library users to be respectful of each other and behave in a manner that does not disrupt other Library users or interfere with normal operation of the Library.

## **CODE OF CONDUCT**

### **Respect yourself (including but not limited to:)**

- Keep personal information private.
- Stay productive
- Always be fully clothed and wear shoes.
- Attend to personal hygiene before coming to the library.
- Bicycling, rollerblading, or skateboarding is prohibited anywhere on library property.
- Smoking is prohibited in the building and within 15 feet of any door or window.
- Weapons are prohibited anywhere on library property.
- Possessing, selling, or being under the influence of alcohol or illegal drugs is prohibited on library property.

**Respect others (including but not limited to:)**

- Speak quietly.
- Interact with kindness, gratitude and caring. Verbal and physical abuse will not be tolerated.
- Trained therapy, guide or leader dogs and those dogs being used in Library sponsored programs are welcome.
- Provide identification to library staff when asked.
- Keep your cell phone on vibrate and if you must take the call, take it in the vestibule or outside.
- Use headphones with personal electronic devices and keep the volume to a minimum.
- If it doesn't belong to you, leave it alone.
- Soliciting, panhandling, and gambling are prohibited on library property.
- Engaging in peeping, stalking, indecent exposure, and sexual harassment are prohibited on library property.

**Respect property (including but not limited to:)**

- Park in designated spaces only.
- Covered drinks and small non-disruptive snacks are allowed in the library.
- If you spill, let a library staff member know so it can be cleaned up.
- Being present in Library offices, staff rooms, storage areas, or other non-public areas while unaccompanied by a Library staff member or without prior agreement with Library management is prohibited.

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.

The IL Local Library Act (75 ILCS 5) provides the Board of Library Trustees with the power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing Library services, and the specific power to “exclude from the use of the Library any person who willfully violates the rules prescribed by the board.” The Board of Library Trustees of the Sycamore Public Library authorizes Library management to establish and implement procedures to ensure that the Patron Rights and Responsibilities Policy is adhered to and that the Library is preserved for the purposes for which it is intended.

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