



Patron Conduct Policy

The Sycamore Public Library seeks to provide a safe, comfortable, welcoming environment for all patrons. As such, we expect patrons to treat people and property with respect. The following rules apply while on library property and while attending all library programs and events both on and off of library property.

1. Respect Yourself (including but not limited to):

- Attend to personal hygiene and wear appropriate clothing and footwear.
- Keep track of your personal belongings.
- Follow library policies.
- Chain bicycles outside and remove/store rollerblades and skateboards.
- Leave weapons, alcohol, and illegal substances at home.

PLEASE NOTE: Committing or attempting to commit any activity that violates any local, state, or federal law or ordinance is prohibited on library property.

2. Respect Others (including but not limited to):

- Use headphones with electronic devices and maintain a considerate volume when speaking and listening.
- Set your phone to vibrate or silent mode; if needed, take personal calls in the lobby downstairs or the vestibule near the front door.
- Use a respectful tone and language when speaking to and interacting with others. Verbal and physical abuse will not be tolerated.
- Avoid picking up others' belongings; if something looks abandoned, alert staff.
- Arrive on time for classes, programs, and events.
- Alert staff if you encounter any issues with fellow patrons.
- Avoid selling or soliciting while on library property.
- Provide identification to library staff if asked.

3. Respect Property (including but not limited to):

- Dispose of trash in designated receptacles after enjoying your covered drinks and small snacks; notify staff immediately of any spills.
- Stay in public areas unless accompanied by staff.
- Avoid writing/drawing/coloring on library furniture, fixtures, walls, doors, or floors.
- Avoid sitting on fixtures, tables, radiators, and in windowsills.
- Demonstrate care when handling and using library materials; if something appears damaged, please alert staff.

The Board authorizes the Library Director or designee to restrict or revoke library privileges of any individual who willingly violates these rules and to involve the police, if necessary. The Board also authorizes the director to ban and/or file charges against individuals who continually transgress these rules.