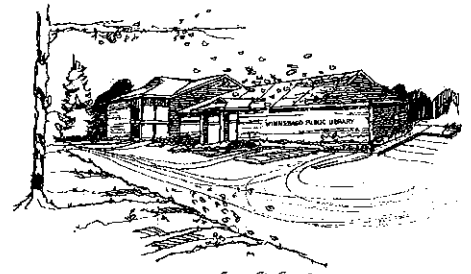


WINNEBAGO PUBLIC LIBRARY



210 North Elida Street
Winnebago, Illinois 61088

815.335.7050 Phone
815.335.7049 Fax

www.winnebagopubliclibrary.org
director@winnebagopubliclibrary.org

HOURS:

Mon. thru Thurs. - 10:00am to 8:00pm
Friday - 10:00am to 6:00pm
Saturday - 9:00am to 3:00pm

Dear Parents,

April 2018

The Winnebago Public Library would like to take a moment of your time to highlight concerns regarding safety and library conduct for students using the library. While the library endeavors to be a safe and friendly environment for all its users, it is a public building where people enter and leave freely without staff monitoring. Library facilities are not licensed or designed to provide basic childcare needs. It is impossible for the Library staff to guarantee a safe environment.

The Winnebago Public Library is asking parents to partner with us in the following ways:

1. Your student should have a form of identification on them such as their library card and/or school ID while on library property. This helps your child to check out material and computers. It also helps staff should they need to notify you during an emergency and disruptive behavior.
2. Parent—make sure you have an updated telephone number and address on your student's account as well as your own account in case of emergency. Stop in or call our service desk to update your account.
3. Discuss with your student appropriate library behavior. By entering the Winnebago Public Library they are making a commitment to act courteously toward all other people present in the Library and on Library grounds, to act responsibly with regard to public property, and to follow all

rules of this facility. The use of the library is for reading, studying and learning. Enjoy the library and allow others the same opportunity.

- a. Disruptive behavior includes: activating fire/emergency alarms, theft, defacing/abusing library property, acts of vandalism, loitering, threatening or ignoring staff/patrons, fighting, lounging in aisles and/or on furniture, shouting in the building, loud talking and laughing, blocking aisles and entrances, rough play, running around/up-down stairs and in-out elevator.
- b. Please observe the following:
 - Keep all valuables and personal property with you at all times; the Library is not responsible for lost or stolen items (students are leaving their property in aisles where other patrons would trip over their property)
 - Follow library computer policies
 - Talking on cell phones permitted outdoors only
 - Engage in activities associated with the use of a public library. Patrons not reading, studying, using library materials or attending events may be asked to leave the building.
 - Cleaning up areas before they leave
 - Using headphone to minimize sound on computer, cell phones and music
 - Talking quietly

Thank you for partnering with us to better serve our community. Please contact the library if you have any questions or concerns at 815-335-7050.

A copy of library policy can be found on the Library's website at:

www.winnebago-public-library.org

Sincerely,

Katie Schmoyer

Director

