

EXPECTED PATRON BEHAVIOR/RULES OF THE LIBRARY

Each board of library trustees may make and publish rules for the proper operation and management of the free public library and facilities under its jurisdiction, including rules pertaining to the provision of library services to individuals, corporations, or institutions that are not inhabitants of the county. ORC 3375.40 (H)

The library staff welcomes all patrons, young and old alike, who by their presence acknowledge their responsibility to maintain an atmosphere conducive to the best use of the library and its services. Patrons must be considerate of others while they browse, read, aspire, study, ponder, research, do homework, discover, photocopy, use computers and/or attend programs.

1. Behavior of persons, regardless of age, which is disruptive or detracts from that use will not be tolerated. Some examples of inappropriate behavior include, but are not limited to:

Disrespect of staff

Abusive/vulgar language, harassing, profane or threatening language

Disorderly conduct

Use of tobacco products (or electronic substitutes), alcohol and/or unauthorized drugs in any form anywhere on library property (inside or outside) is not allowed.

Loud talking, crying

Vandalism, theft or destruction of library property

Sleeping for extended periods of time

Aimless, restless roaming, loitering

Overcrowding at small tables or in seating areas

Blocking entrances, exits and/or materials

Unsuitable dress (no shirt, shoes)

Photography and/or video recording of staff and/or customers without their permission. (See 9)*

Violating Library Policies or Guidelines

Fraudulent use of another's library card and/or number for any purpose

Viewing websites that are inappropriate in a public setting (see Computer Use Policy)

2. Bicycles are to be parked in provided racks, and are not permitted in the library building or entryways. Roller skating and skateboarding are not permitted in the library or on its grounds.
3. Selling products or services, except as part of a library sponsored program or library support organization is not permitted in the library. Soliciting donations is not permitted in the library, except as part of a library sponsored program or library support organization, or when authorized by library administration.
4. Taking surveys, circulating petitions, distributing leaflets, and other similar activities are permitted only in the outside area designated in the **Solicitation of Signatures and Distribution of Literature at the Twinsburg Public Library Policy**.
5. Animals, except those used to aid persons with disabilities, are not permitted in the library unless they are part of a library-sponsored program.
6. Patrons are responsible for their personal belongings.
7. Patrons must leave the library promptly at closing.
8. Under the Ohio Revised Code no person shall possess a deadly weapon or dangerous ordnance.
9. Photography and or video recording in the library is generally permitted if it is for library promotion, a student project, or news media. In order to protect the expectation of privacy rights of individual patrons and to reduce distractions, photographing and video recording on library property is restricted as follows:
 - a. Under no circumstances may the public, members of the media, or library staff take photographs or record video or audio of a person or persons without the express permission of any library patron or staff member who would be included within the composition.
 - b. Photography or video recording for commercial purposes is not permitted without approval by the Director; such approval must be requested in writing and in advance.

Staff members are well-trained, good natured library professionals who strive to provide excellent service to every patron. However, the staff has the authority to ask patrons whose behavior monopolizes their attention and/or restricts others use of the library to leave. Security officers and/or off-duty policemen may be present during business hours to aid the staff in maintaining an orderly atmosphere. Patrons involved in criminal behavior against the library will be prosecuted. Chronic offenders will be denied use of the library. Return to the library and reinstatement of privileges are by Director's permission only.

Children in the Library

Parents/caregivers are responsible for the behavior of their children while they are in the library or on library grounds. The staff is committed to help children with activities related to the library. However, library staff cannot, nor is it their responsibility to take the place of parents/responsible caregivers, to serve as baby-sitters, supervisors, or disciplinarians.

Furthermore, the staff is not responsible for objectionable material borrowed or accessed by children, but does reserve the right to ask children to refrain from viewing obscene/pornographic websites or accessing obscene/pornographic chat rooms. Pages and phone calls for children will not be accepted. Staff members are not permitted to transport abandoned children who are not promptly picked up at closing.

Children eleven (11) years old or younger must be accompanied and directly supervised at all times by a parent/responsible caregiver. Parents/responsible caregivers are required to keep children from being disruptive by wandering throughout the library or by crying.

From time to time the Twinsburg Public Library schedules or provides programs which are designed and suitable for attendance by children without parent/responsible caregiver supervision. Children attending a library program will be supervised by library personnel, but only until the end of the program. Parents/responsible caregivers of children age eleven (11) or younger must remain in the library while the program is taking place (unless otherwise informed by library staff) and be ready to promptly collect their children at the end of the program. Should the parent/responsible caregiver need to be absent in an emergency, they must leave word at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

Children ages twelve (12) to seventeen (17) may use the library unaccompanied by a parent/responsible caregiver, subject to library policies and rules concerning behavior and conduct. Unattended children twelve (12) to seventeen (17) must have a valid library card, student ID or other photo ID.

A student ID, library card, or other photo ID must be presented to use a computer and only one child per computer at any given time.

When the wellness or safety of an unattended child is in doubt, or the parent/responsible caregiver cannot be located, or if the library is closing, library staff is authorized to call city emergency personnel or the police and stay with the child until they arrive. The parent/responsible caregiver will have to retrieve the child from the Twinsburg Police Department located at 10075 Ravenna Road. Habitual offenders will be reported to Summit County Children Services.

Whenever advisable, the library will notify the parent/responsible caregiver of incidents involving an unattended child with a Parental Notification Letter.

Restoration of library privileges

Patrons who have been expelled from the library cannot return to the library without the Director's permission. In the case of a child, a Parental Notification Letter must be signed by the parent/caregiver and returned to the Director.

*Adopted by the Twinsburg Public Library Board of Trustees at a Special Board Meeting on September 22, 1998.
Amended May 11, 1999, Amended September 20, 2012, Amended November 20, 2013, Amended October 15, 2014*

Weapons Policy (9) Adopted by the Twinsburg Public Library Board of Trustees on March 16, 2004