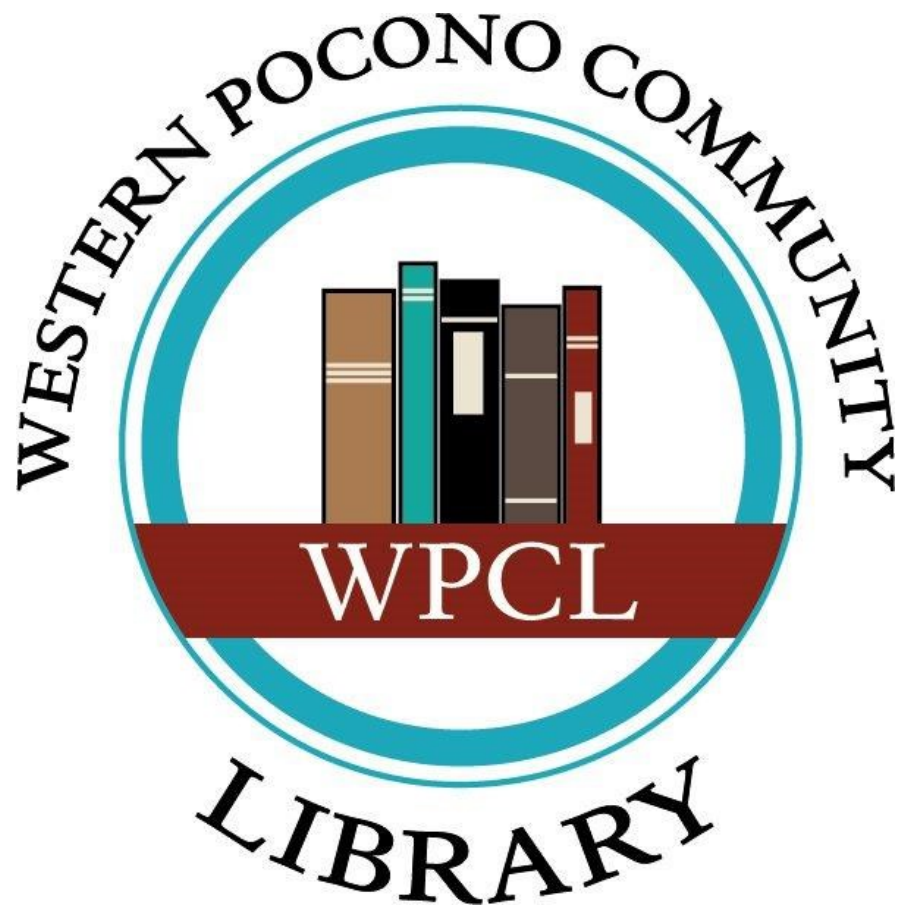


# Abbreviated Dewey Decimal System ...

<b>000 Generalities</b>	<b>500 Natural sciences &amp; mathematics</b>
010 Bibliography	510 Mathematics
020 Library & information sciences	520 Astronomy & allied sciences
030 General encyclopedia works	530 Physics
040 [Unassigned]	540 Chemistry & allied sciences
050 General serials publications	550 Earth sciences
060 General organizations & museology	560 Paleontology Paleozoology
070 News media, journalism, publishing	570 Life sciences Biology
080 General collections	580 Plants
090 Manuscripts & rare books	590 Animals
<b>100 Philosophy &amp; psychology</b>	<b>600 Technology (Applied sciences)</b>
110 Metaphysics	610 Medical sciences Medicine
120 Epistemology, causation, humankind	620 Engineering & allied operations
130 Paranormal phenomena	630 Agriculture & related technologies
140 Specific philosophical schools	640 Home economics & family living
150 Psychology	650 Management & auxiliary services
160 Logic	660 Chemical engineering
170 Ethics (Moral philosophy)	670 Manufacturing
180 Ancient, medieval, Oriental philosophy	680 Manufacture for specific uses
190 Modern western philosophy	690 Buildings
<b>200 Religion</b>	<b>700 The arts Fine &amp; decorative arts</b>
210 Philosophy & theory of religion	710 Civic & landscape art
220 Bible	720 Architecture
230 Christianity Christian theology	730 Plastic arts Sculpture
240 Christian moral & devotional theology	740 Drawing & decorative arts
250 Christian orders & local church	750 Painting & paintings
260 Social & ecclesiastical theology	760 Graphic arts Printmaking & prints
270 History of Christianity & Christian church	770 Photography & photographs
280 Christian denominations & sects	780 Music
290 Comparative religion and other religions	790 Recreational & performing arts
<b>300 Social Sciences</b>	<b>800 Literature &amp; rhetoric</b>
310 Collections of general statistics	810 American literature in English
320 Political science	820 English & Old English literatures
330 Economics	830 Literatures of Germanic languages
340 Law	840 Literatures of Romance languages
350 Public administration & military science	850 Italian, Romanian, Rhaeto-Romanic
360 Social problems & services; associations	860 Spanish & Portuguese literatures
370 Education	870 Italic literatures Latin
380 Commerce, communications, transportation	880 Hellenic literatures Classical Greek
390 Customs, etiquette, folklore	890 Literatures of other languages
<b>400 Language</b>	<b>900 Geography &amp; history</b>
410 Linguistics	910 Geography & travel
420 English & Old English	920 Biography, genealogy, insignia
430 Germanic languages German	930 History of ancient world to ca. 499
440 Romance languages French	940 General history of Europe
450 Italian, Romanian, Rhaeto-Romanic	950 General history of Asia Far East
460 Spanish & Portuguese languages	960 General history of Africa
470 Italic languages Latin	970 General history of North America
480 Hellenic languages Classical Greek	980 General history of South America
490 Other languages	990 General history of other areas



## Policies

REVISED March 2022

## Library Mission/Vision Statement

*The mission of the Western Pocono Community Library is to provide lifelong access for educational enrichment opportunities through resources, services and programming to the residents of our community and surrounding areas. WPCL is your lifelong learning center.*

### Welcome ...

In 1974 a group of concerned citizens founded the Western Pocono Community Library for the purpose of serving a small, rural school district in the West End of Monroe County.

Although the vision of the Library founders was profound, even they could not anticipate the changes that would occur in the next thirty years. In its first year of operation, the Library was housed in the Narthex of Zion United Lutheran Church. One year later, it was moved to a rented home on Route 209 in Brodheadsville where it was to grow and flourish over the next 25 years.

In 1997, the Library Board of Trustees developed a strategic plan to address the increased demand for services and the developing inadequacy of the Library's facilities. The Board acquired a four-acre site in Brodheadsville within a quarter-mile of the school district's main campus. With the help of a \$1.3 million low-interest loan from a local bank, a \$300,000 Keystone grant from the Pennsylvania State Library, and more than one million dollars in contributions from individuals and businesses, the Western Pocono Community Library dedicated its new facilities in October 2000.

The new building was designed to be a multi-functional facility. The Library serves as a community center with activities such as computer classes, literacy programs, GED tutoring, weekly story-time sessions, and a book discussion group. The Library's 100-seat, multi-purpose room is available to community groups and is often used five days a week.

Phoebe's Gallery, a unique area of the Library, features shadowboxes created by a well-known local artist, Phoebe Conrad, that depicts scenes from 35 children's stories.

As you enter into the Children's Room from the Phoebe Gallery, you see "The Beatrix Potter and Peter Rabbit" revolving show case filled with Royal Doulton figurines donated by Jacqueline Mock.

The Library's lower level contains archives and computer classrooms. It also has a 7,000 square foot undesignated area that serves as a meeting room for community groups of 200 or more and contains a unique feature — an indoor walking track, which promotes good health and wellness and is for all to use.

## WIRELESS USE POLICY (con't)

- Unauthorized copying of copyright-protected material in any format is not allowed.
- Transmission of spam or junk mail of any type is not allowed.
- Accessing and the transmission of disruptive materials and images; i.e.: threatening, harassing, defamatory or pornographic materials, is therefore prohibited.
- Unauthorized access to remote computer systems is prohibited.
- Laptop owners may only use designated electrical outlets fitted with surge protectors to connect up their equipment.
- Due to limited bandwidth, during peak hours Library staff may limit the type of internet use.
- Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's Wi-Fi network.
- Using the Internet in violation of the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) place restrictions on the use of funding that is available through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and on the Universal Services discount program known as E-rate (Public Law 106-554). These restrictions take the form of requirements for Internet safety policies and technology which blocks or filters certain material from being accessed through the Internet. Failure to abide will cause the Library to lose its E-rate privileges.

**If you do not agree to the above terms, please disable your wireless connection and turn off your computer.**

Connecting to the network requires a laptop computer with wireless capability supporting the WiFi standard (also known as IEEE 802.11b/g).

By choosing to use the Library's FREE WIRELESS SERVICE you agree to abide by the above stated **COMPUTER USAGE POLICY of the Western Pocono Community Library**. In summary, you agree to use Western Pocono Community Library's network resources *only* for lawful purposes.

The Western Pocono Community Library will take appropriate action for not abiding by the above stated terms. Appropriate actions may include:

1. Asking individuals to discontinue their display of disruptive content
2. Revoking a patron's Library privileges
3. Prohibiting and/or quarantining patron-owned equipment from accessing the network
4. Notifying law enforcement of illegal activity

Some devices may not be compatible with the library's network. Patrons who have difficulty connecting or experience poor connections are encouraged to seek help at the reference desk, but library staff are not responsible for troubleshooting patron's devices.

## WIRELESS USE POLICY

Western Pocono Community Library permits patrons to connect their own equipment to the Internet via wireless networks. The library's wireless networks are unencrypted; hence data transmitted on unencrypted networks can be monitored or recorded and connected devices may be vulnerable to security attacks. Patrons using the library's networks accept this risk, and the Western Pocono Community Library accepts NO responsibility for damage or loss resulting from use of its networks.

By choosing to use this *free wireless service* you agree to abide by the Library's Internet Policy that prohibits abusive or illegal activity, while using the Library's Internet service. This service is free of charge and subject to the terms and conditions of use as follows:

### **Limitations & Disclaimers**

- Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The library's wireless network is subject to periodic maintenance and unforeseen downtime.
- Information passing through the Library's wireless access is not secured and could be monitored, captured, or altered by others. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, possible hardware/software failure. It is your sole responsibility to protect your information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of your use of the Library's wireless access.
- All Wi-Fi users should have up-to-date antivirus software installed on their computers.
- The laptop owner is responsible for setting up their equipment to access the Western Pocono Community Library wireless network. Library staff is not permitted to handle your laptop or peripheral equipment. Library staff is not allowed to configure patrons' laptops, nor can they provide more than general assistance in getting connected to the wireless network.
- The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.
- In using this free Internet access, you agree and hereby release, indemnify, and hold harmless, the Western Pocono Community Library, its officers and employees, and any affiliate, from any damage that may result from your use of this wireless access.
- While using this wireless access, you acknowledge that you are subject to, and agree to abide by all laws, and all rules and regulations of the Western Pocono Community Library, the State of Pennsylvania, and the federal government that is applicable to Internet use.
- At its sole discretion, the Western Pocono Community Library may terminate this free public service at anytime without prior notice.
- Printing is not available via the wireless connection at this time. If the user desires to print, the file can be saved to a flash/thumb drive or emailed to themselves and printed from a public computer in the public area of the Reference Department for a nominal fee per page.

## General Library Information

**Western Pocono Community Library**  
131 Pilgrim Way  
Brodheads ville, PA 18322-0318  
Phone: (570) 992-7934  
[www.westernpoconocommunitylibrary.org](http://www.westernpoconocommunitylibrary.org)

### Hours:

Monday, Wednesday, & Thursday  
9:00 a.m. - 8:00 p.m.

Tuesday & Friday  
9:00 a.m. - 5:00 p.m.

Saturday  
9:00 a.m. - 4:00 p.m.

**\*CLOSED All MAJOR HOLIDAYS**

### Adult Programming:

Adult Coloring Program, WPCL Puzzlers, Mah Jongg, Adult Rock Painting, Adult Glass Painting, WPCL Crafternoon, Walkie Talkies Book Discussions, WPCL Seed Exchange, WPCL Saturday Puzzle, West End Writing Project, WPCL Recipe Exchange, & WPCL Community Crossword Puzzle

### Youth Programming:

#### **Play K Prep (ages 4-5):**

Monday at 10:30 a.m. or on Zoom Friday at 1 p.m.  
(Please see our website to register)

#### **Story Time (all ages):**

Tuesday at 10:30 a.m. and Wednesday at 1 p.m.

#### **Toddler Rhythm (ages 2-3):**

Wednesday at 10 a.m.

#### **Elementary Explorers (gr K-2):**

Thursday at 6:00 p.m.

#### **Tween Time (gr 3-5):**

Thursday at 6:30 p.m.

#### **Books & Babies (ages 0-2):**

Friday at 10:30 a.m.

**\*Please visit our website for additional adult & youth programming**

## 24-Hour Library Service

- Go to the library's website at: [www.westernpoconocommunitylibrary.org](http://www.westernpoconocommunitylibrary.org)
- Click on "Collection"
- Click on "Access Your WPCL Account"
- Click on "My Account"
- Enter your 14-digit bar code from the back of your library card
- Enter your Pin or Password (This is the last four digits of your barcode number)
- Click on "Log In"

### Once you have logged into our website, you can:

- Search our collection
- Place holds
- Renew books

## Access PA Databases

Your new plastic coated library card and key card has a 14-digit barcode on the back, which you need to use in order to access the *Access PA* databases remotely.

If you need assistance logging onto the website,  
call the library during normal business hours  
at (570) 992-7934.

## Inclement Weather

In case of inclement weather:

- Please call the library.
- Check library web page [www.westernpoconocommunitylibrary.org](http://www.westernpoconocommunitylibrary.org)
- Check library Facebook page  
[www.facebook.com/westernpoconocommunitylibrary/](http://www.facebook.com/westernpoconocommunitylibrary/) or:
- Go to [www.wfmz.com](http://www.wfmz.com).
  - Click Weather.
  - Scroll to School & Business Closings.
  - Click Worship & Library Closings.
  - Look for our name.

## COMPUTER USAGE POLICY (con't)

### PROCEDURES:

- Downloading to the computers is available only if a patron has their own storage device. Thumb drives may be used on the library computer. "Save" to your device often to avoid any accidental loss of your data.
- **Patrons are responsible for all printing done by them.** Printing from the Internet or word processing is \$.10/page for black and white copies, and copies will go to the Network printer. To print in color, go to the Reference Desk, for assistance, and the copies will be \$1.00/page.
- Upon completion of your Internet session, please exit from the Internet browser.
- Tell the Reference Desk when you are finished with the computer, so the computer becomes available for the next patron.

### VERIFICATION/CITATION OF SOURCES:

- Unlike traditional resources, the information on the Internet is not necessarily created, selected or evaluated by professionals in a given field, and may be subject to error. The Library advises every patron to use critical judgment and expert verification when using Internet information to make important decisions.
- Ask at the Reference Desk if assistance is need with verification and citation of sources.

### SANCTIONS:

- Violators of this policy will lose library privileges for one (1) month on the first violation, three (3) months on the second, and six (6) months on the third.

### DISCLAIMER:

- Western Pocono Community Library has no control over the content or accuracy of the information on the Internet and since the source(s) of such information is not always readily apparent, Western Pocono Community Library accepts no responsibility for any damages resulting from use of this service.

## COMPUTER USAGE POLICY

Western Pocono Community Library has computers available to the public for the purpose of Internet usage and word processing. This service is intended to complement the informational, educational and recreational resources that are presently available in the library in more traditional formats.

### GENERAL POLICIES:

- Patrons must register at the Reference Desk to use a computer.
- Patrons must present a valid library card if residing within the library's service area. Those outside the library's service area must have a valid driver's license or other form of a Photo ID.
- Patrons using one of the library's wireless laptops must leave both their valid driver's license and a valid major credit card while they are using the laptop.
- In compliance with the Children's Internet Protection Act (CIPA), (Pub. L. 106-554, and 47 USC 254(h) and (l)), Internet stations are filtered. If you need unfiltered access for research purposes, please go to the Reference Desk.
- Computer resources may not be used to access explicit sexual content, as defined in 19 Pa. C.S. 5903. Illegal activities will be subject to prosecution by local, state, and federal authorities. Access to obscene, pornographic or otherwise offensive material is prohibited on Library computers.
- Tutorials are not available. Library personnel cannot spend any length of time helping patrons on the computers.
- Email will not be provided to patrons, and is available only through free web-based accounts set up independently by patrons.
- The use of "Chat Rooms" is not within the library's policy.
- Computer use is limited to 45 minutes.
- Only patrons actually using the computers are to be seated at the computer terminals. No more than two (2) computers will be issued per family at any given time.
- **Children must remain with parents who are using the computers. Children cannot be unsupervised in other areas of the library.**
- Patrons with a student library card may only use the computer for school projects without a parent present.

## Community Room Policy

Western Pocono Community Library, as a public service and in keeping with its mission, will, to the extent that it does not interfere with normal library functions, make its facilities available to community organizations for programs and meetings of an informational, educational, cultural, or civic nature subject only to limitations imposed herein.

- Application for use of facilities must be made at least thirty (30) days prior to scheduled use date. For-profit and not for-profit groups may submit applications.
- In the event a meeting is cancelled, the applicant's representative shall notify Library Management within 48 hrs prior to the scheduled meeting, or fees will not be refundable.
- The Library reserves the right to cancel the use of the facilities for adverse weather, loss of electrical power, or other unforeseen circumstances and shall incur no liability to the scheduling organization for damages other than for the return of any room-use fees previously paid to the Library.
- Illegal activity prohibited.

**Meeting Room Fees:** For groups of fewer than 50 people, the following rates apply: Non-profit organizations will be charged a minimum fee of \$5 per hour, or any part of that hour, to be paid prior to the date of use provided they submit *form 501c/3* verifying that they are a non-profit organization. For any applicant who cannot submit *form 501c/3* verifying that they are a non-profit organization, the Library will require a fee of \$25 per hour, or any part of that hour, to be paid prior to date of use. Any group with a total of 50 or more people over the entire length of use must ask for a special room usage fee schedule. Length of use is to include set-up, program presentation and clean-up.

**Smoking and Alcoholic Beverages:** Smoking, consumption of alcoholic beverages, and the use of drugs are not permitted at any point within the Library or on any Library property.

### Photocopier & Fax Machine Services

#### TO SEND/RECEIVE

- ~ first page - \$2.00
- ~ each additional - \$1.00

#### PHOTOCOPIES

- ~ \$0.25 per copy
- ~ \$0.10 per copy for students
- ~ \$1.00 per color copy

#### TO SEND/RECEIVE INTERNATIONAL FAXES

- ~ first page - \$3.00
- ~ each additional - \$1.00

#### COMPUTER PRINTING

- ~ \$0.10 per page (b/w)
- ~ \$1.00 per page (color)

## Library Collections

AUDIO / E-AUDIO BOOKS  
PLAY-AWAYS / MP3 ON CD  
DVDs / MOBILE HOTSPOTS  
STREAMING VIDEOS/BOOKS  
LARGE PRINT BOOKS  
MAGAZINES / NEWSPAPERS  
REFERENCE GUIDES  
VERTICAL FILES

## Library Services

- CHILDREN'S PROGRAMS
  - Summer Reading Program
  - Day Care / Pre-School Outreach
- YOUNG ADULT PROGRAMS
- ADULT PROGRAMS
- ADULT OUTREACH
  - Nursing / Personal Care Homes
- ACCESS PA LIBRARY
- EXTENDED LOAN TIME\*  
\*Some Restrictions Apply
- FAX
- INTERNET ACCESS
- LITERACY PROGRAM: GED/ ESL
- POWER LIBRARY
- PHOTOCOPIER
- REFERENCE ASSISTANCE
  - E-mail: [wpcl5@ptd.net](mailto:wpcl5@ptd.net)
  - On-Line Databases
- ON-LINE BOOK RENEWAL
- INTERLIBRARY LOAN

## Walking Track available

Monday 9 a.m.-7:30 p.m., Tuesday Noon-4:30 p.m., Wednesday Noon-7:30 p.m.,  
Thursday Noon-7:30 p.m., Friday 9 a.m.-7:30 p.m.,  
Saturday 9 a.m.-3:30 p.m.

## Registration / Access PA

The Library welcomes you as a patron. Registration is free if you live in the Pleasant Valley School District, comprised of Chestnuthill, Eldred, Polk and Ross Townships. A valid ID, such as a driver's license, auto registration, etc., indicating proof of residency within our service area is required to obtain a library card. If you live anywhere outside the above mentioned areas, but have a local library that participates in the ACCESS PA program, you may also register free, provided you show us a current valid library card from your home library with an ACCESS PA sticker on it. If your home library does not participate in the ACCESS PA program, you may register by paying a \$47.00 annual fee per household.

## Confidentiality

In compliance with Pennsylvania's Act 90, the Library Records Confidentiality Act, staff will not reveal the names of patrons or the nature of materials used by them to anyone, except by court order in a criminal proceeding.

## Circulation Policies (con't)

- Fine schedule:
  - Overdue charges are accrued daily including Sundays and Holidays:
    - \$1.00 for our mobile hotspots
    - \$1.00 per item for audio, launch pads, DVD, wonder books, books with CDs
    - \$0.25 per item for new books, best sellers, some older books with popular authors, and vertical files
    - \$0.10 per item for our regular collection
- Items not returned to the library on their due date are considered to be late if they are not in the building by the close of the business day. For your convenience, the outside book drop will be open 24-hours a day. If the items are returned to the book drop after normal business hours, they will be considered late.
- Items not returned within 60 days of their due date will be turned over to the District Magistrate.
- Lost/Damaged Items:
  - Patrons assume the responsibility of returning items in good condition and on time. You are responsible for overdue charges in addition to replacement charges on a lost/damaged item.
- Items returned that require extra cleaning or repairs, will result in a fee to the patron.
- Replacement charges are based on the cost of the same or similar item, including a processing charge.
- The Library does not allow for any refunds of any kind.
- Library policy does not allow you to keep damaged books that have been paid for.
- Checks are not accepted for payment. All obligations must be paid in cash, money order, Visa or MasterCard.

## Circulation Policies

- If any individual patron, or any combined family, has an outstanding balance of \$5 or more, all privileges on all accounts will be suspended with Western Pocono Community Library until the individual, or combined family balance is below \$5.
- LIBRARY CARD must be presented at time of checkout. NO EXCEPTIONS.
- Adult Cardholders must be present to update their library cards.
- Student/elementary cards may **not** be updated without a parent present.
- **Patrons must use their own cards.**
- A patron 18-years of age and in high school still qualifies for a "student" card, and therefore requires a parent signature.
- Adult materials may not be taken out on an elementary card.
- RENEWALS:
  - **DVDs, Launch Pads, Mobile Hot Spots, and InterLibrary Loan items are not renewable.**
  - **Renewals may be done from our website (see page 4 of this booklet).**
  - **Items cannot be renewed within the first 7-days of loan period.**
  - **Patrons may renew by phone during regular library hours, but only on items that have no "holds" or requests for them.**
  - **Patrons may renew New Book items one time. All other books may be renewed two times.**
  - **No after-hours phone renewals.**
- All items in the library circulate for a 21-day loan period .
- When items are due on a holiday when the library is closed, items will be due the next business day.
- LIBRARY CARD replacement is five dollars (\$5.00).
- CHECKOUT LIMITS ~ Fifteen (15) total items per card at any one time.
  - Homeschooling families and PV Faculty twenty (20) items per card.
- VACATION LOANS ~ Extended borrowing time during vacations  
\*Some restrictions apply.
- REFERENCE MATERIALS, PERIODICALS, & NEWSPAPERS **DO NOT CIRCULATE.**

## ILL (InterLibrary Loan) Service

ILL is a service extended to library users in good standing (no overdue items or unpaid fines), which enables materials from one library to be borrowed by a patron at another library. Requests are to be submitted on an ILL form available at the Circulation and/or Reference Desk. The success of the ILL program depends strictly on the voluntary cooperation of libraries and the responsible use of the materials by the user.

Fulfillment of requests can take as long as one to six weeks, depending on the availability of the material at the lending library and the distance and time in mailing. **There are no renewals on InterLibrary Loan books.**

## Wellness Policy

Based on Section 204 of Public Law 108-265, the Board of Trustees of Western Pocono Community Library adopted the following Wellness Policy at their October 10, 2006 board meeting: Any and all functions presented by the Children's/Youth Services Department of Western Pocono Community Library are not to include any food or beverage of any kind.

## Fairness Policy

The Library reserves the right to limit any patron to checking out 2-items in any subject area that is in high demand. If you are working on a school assignment and find nothing on the shelves, please ask at the reference desk. The items may be set aside for use in the Library and/or to make copies in accordance with copyright law.

## Code of Behavior Policy

It is the purpose of this code to ensure that patrons of Western Pocono Community Library will find the facility peaceful, comfortable, pleasant, and a safe place in which to read, study, browse, or work in privacy. Respect for the rights of all Library users is the benchmark of this policy. **A complete copy of this policy can be found on pages 8 and 9 of this booklet.**

## Computer Usage Policy

Western Pocono Community Library has computers available to the public for Internet use and word processing. This service is intended to complement the informational, educational and recreational resources that are presently available in the library in more traditional formats.

- Computer use is limited to 45 minutes.
- Printing may be done from the computers at a cost of \$0.10 per page (black & white) and \$1.00 per page (color).
- **A complete copy of this policy can be found on pages 12 and 13 of this booklet and must be read before use of the computers.**

## Materials Selection Policy

Library materials are chosen for values of interest and enlightenment of all of the people of our changing community. Material will not be excluded because of the race, nationality and/or the political or religious views of the writer. A complete copy of this policy is available at the Circulation and/or Reference Desk.



## CODE OF BEHAVIOR POLICY

It is the purpose of this code to ensure that patrons of the Western Pocono Community Library will find our facility a peaceful, comfortable, pleasant and safe place in which to read, study, browse, or work in privacy. Respect for the rights of all Library users is the benchmark of this policy.

Following are the principles governing behavior, specific instances of violations, and action authorized on the part of the Library and its staff.

- Patrons may not monopolize staff time. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for any inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- ***Cell phones may not be used anywhere in the library.***
- Patrons conversing in louder tones than the general noise level will be requested to lower their voices. Patrons will receive two (2) warnings and then will be asked to leave if they do not comply. Repeat offenders will be considered to have received fair notice of this policy and they may be denied access to the premises.
- Fighting (real or mock) is prohibited. Offenders will be ejected immediately.
- Patrons indulging in boisterous behavior, including foul language, will be given one warning and then be asked to leave if they do not comply. Verbal abuse of staff or patrons will not be tolerated, and is grounds for immediate expulsion.
- Food and beverages are allowed in the Media Center/Café **only**. The only exception is for those patrons who are enrolled in the Literacy Program and who are on-site for the day in their special work area.
- Patrons must be properly attired. Shoes and shirts are required.
- Patrons must observe appropriate decorum in the Library. They shall not put their feet on furniture or tilt chairs back on two legs. Patrons who violate this will receive one warning and then be asked to leave if they do not comply.
- Other inappropriate behavior/conduct or use of Library facilities includes, but is not limited to
  1. pattern of napping, sleeping, or loitering;
  2. a repeated pattern of behavior in the building that is disturbing or threatening to patrons or staff;
  3. actions suggesting the influence of alcoholic, narcotic, hallucinogenic or other controlled substances;
  4. intruding on the privacy of other patrons in any way, including campaigning, petitioning, proselytizing, or soliciting.

## CODE OF BEHAVIOR POLICY (con't)

- Any patron having an odor generally offensive to others when utilizing the library facilities may be asked to leave. An offensive body odor may result from a lack of good hygiene, from an excessive application of a fragrant aftershave or cologne or from any other cause.
- Action taken on any of the above can range from asking the patron to leave to calling the police. Repeat offenders will be asked to produce identification and the Staff will have the authority to deny them entry into the Library in the future.

### **Policy on Parental Responsibilities**

This policy outlines the responsibility of parents who have children utilizing Library services. For the purposes of this document, the word "*parent*" refers to one or both parents, a legal guardian or the adult who accompanies a child entering the Library.

The Library and its staff cannot take the responsibility and do not have the authority to care for or supervise children in the Library. Therefore, the following policy is in effect.

- **Children under thirteen (13) years of age [7<sup>th</sup> grade] in the Library must be accompanied and supervised by a parent at all times.**
- Children thirteen (13) to eighteen (18) years old are young adults who may use the Library independently, but the parent is still responsible for the child's actions. Should the child use the Library inappropriately, the Library staff may require the parent to be present with his/her child. They are subject to any and all Library rules and regulations and are legally the responsibility of their parents should they violate established Library rules/regulations.
- Notwithstanding the above, should a child be found alone or waiting for transportation at the time of the Library closing, efforts will be made to contact the parents or legal guardian. Should appropriate arrangements not be possible, local police will be called to the site to handle the situation.
- Staff members will supply the reasonable care standard (the degree of care which a person of ordinary prudence would exercise in the same or similar circumstances) in their interactions with children and young adults.
- Finally, parents will be held responsible for any monetary loss incurred by the Library as a result of a child's inappropriate behavior.