

Expectations of Appropriate Behavior in the Children's Room

1. Parents of caregivers must provide direct supervision of the children in their charge, as appropriate by age. Children under the age of five must be within arm's length of their caregiver at all times. Children under the age of 10 may not be left in the children's room unsupervised while their caregiver goes into another part of the library. Library staff reserves the right to remind caregivers to observe the rules described in the library's policy manual and code of conduct.
2. Caregivers of children who are crying loudly for more than a minute or two may be asked to take the child outside until the child has stopped crying.
3. Children or adults using any form of physical or verbal aggression, including profanity, toward library staff members or other library patrons, will be told to leave the library immediately.
4. Other forms of disruptive behaviors that are not permitted include:
 - a. Standing or jumping on chairs, tables, shelves, or other library furnishings.
 - b. Horseplay, including shoving, hitting, and throwing things is not permitted at any time.
5. Children or adults who are knowingly and willfully destroying or otherwise damaging library property or the property of other patrons may be reported to the police, depending on the severity of the incident.
6. Children or adults who knowingly and willfully steal library property will be reported to the police.
7. Children or adults committing serious and/or continuous misconduct that is disturbing to other patrons or library staff will be told to leave the library.
8. In order to accommodate as many children as possible, the six computers with internet access located in the children's room will be limited to 30 minute sessions when other children are waiting to use them. Only one child may sit at a single computer at one time and no standing behind the users is permitted. With adult supervision, one or two children may use each of the AWE computers at one time.

Anyone banging on or otherwise misusing a library computer will be told to leave the computer, regardless of the user's age.

9. No food or drinks are permitted anywhere within the children's room.
10. The two restrooms in the children's room are single use occupancy. With the exception of a caregiver changing a baby or assisting a young child, only one person at a time will be allowed inside the youth services restrooms. Under no circumstances is filming or picture taking permitted inside any of the library's restrooms.
11. With the exception of caregivers filming the children who are in their charge, patrons are not permitted to film or take pictures of other children without the express consent of the child's caregiver.
12. Coats, jackets, backpacks, musical instrument cases and personal items must be placed where they will not cause a tripping hazard for other library patrons and library staff.
13. For the safety of all patrons, unless specifically permitted by a member of the library staff as part of a program or activity, children and teens are not permitted to sit on the floor, especially in locations where they are blocking other patrons' access to library resources.
14. Inappropriate and/or excessive public displays of affection are not permitted anywhere inside the library, including the children's room.
15. Items may not be taken from the librarians' desk; caregivers of preschool children must direct their charges away from these areas.
16. Caregivers who register their children for library programs and are unable to attend must notify one of the children's librarians before the start of the program. A failure to notify the library may result in a temporary suspension of ability to register for library programs.
17. In order to maintain a safe and orderly children's department, caregivers must supervisor their children when browsing books; children should not be permitted to remove bookends or large sections of books.

18. Patrons utilizing library iPads and Chromebooks agree to acceptable use of the devices. Patrons may not visit pornographic or otherwise inappropriate websites, engage in horseplay with devices or tamper with the background or any settings of the device. Utilizing iPads and Chromebooks that belong to the library is a privilege that can be revoked for improper use, at the discretion of library staff.
19. Toys, games, puzzles, and other play items are made available in the children's room at the discretion of the librarian who is in charge of the children's room at any given time. Caregivers are responsible for returning any toys that have been used by the children in their care. The librarian in charge of the children's room at any given time has the authority to remove from the children's room any toys that are not being put away or played with properly.
20. The library reserves the right to temporarily or – in extreme cases – refuse entry to an individual, based on the severity and frequency of past misconduct.

ENFORCEMENT:

Any library patron who violates the Library Code of Conduct or other rules or regulations of the library will be told by the library staff to leave the library and its premises, and may be denied the privilege of access to the library and its premises. The Springfield Police will be called when appropriate. The decision to suspend the library privileges of a patron may be made only by the Library Director or her/his designee in the Director's absence.

An appeal to the Library Director's decision to suspend a patron's library privileges may be made in writing to the Library Board of Trustees within five (5) business days of the start of suspension period. The Library Board of Trustees shall provide a written response within ten (10) business days of their receipt of the written appeal.