
EXPECTED PATRON BEHAVIOR/RULES OF THE LIBRARY

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.

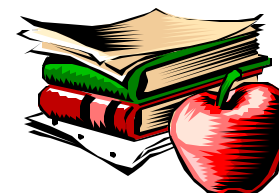
1. Behavior of persons, regardless of age, which is disruptive or detracts from that use will not be tolerated. Some examples of inappropriate behavior include, but are not limited to:

- Disrespect of staff
- Abusive/vulgar language
- Disorderly conduct
- Use of tobacco, alcoholic or drug products
- Loud talking, crying
- Vandalism
- Sleeping
- Aimless/restless roaming
- Unsuitable dress (no shirt, shoes)
- Loitering
- Theft
- Destruction of library property

2. Seating at library tables, carrel and chairs is limited to the number of persons for whom the furniture was designed.
3. Bicycles are to be parked in provided racks, and are not permitted in the library public area or entryway. Roller skating and skateboarding are not permitted in the library or its grounds. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.

4. Selling products or services, or soliciting donations is not permitted in the library, except as a part of a library-sponsored program, or when authorized by library administration.
5. Taking surveys, circulating petitions, distributing leaflets, and other similar activities are permitted in the library only when authorized by library administration.
6. Animals, except those used to aid persons with disabilities, are not permitted in the library unless they are part of a library-sponsored program.
7. Patrons are responsible for their personal belongings.
8. Patrons must leave the library promptly at closing.

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.



AREA AFTER SCHOOL OPPORTUNITIES

Dodge Intermediate
330-486-2200

Western Reserve
Outreach Center
330-425-4432

YMCA Longwood
(Check for availability)
330-467-8366

Bissell Elementary
After School for 2-4th gr.
330-486-2100

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, and be ready to promptly collect their children at the end of the program. Should the parent/responsible caregiver intend to be absent, 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 library card must be presented to use a computer in the Lab or Classroom. Other limited access computers throughout the library may be used on a walk up basis. Food or beverage is not permitted at any computer at any 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.



Library Policies

~ Patron Information ~



MAIN LIBRARY

10050 Ravenna Road * Twinsburg, Ohio 44087
Phone: 330-425-4268 * Fax: 330-425-3622
TDD: 330-963-0281 * www.twinsburg.lib.oh.us

HOURS

Monday — Thursday 9:30am-8:30pm
Friday 9:30am-5:30pm
Saturday 9:30-5:00
Sunday 1pm —5pm (closed between
Memorial Day and Labor Day)

HARVARD ROAD COMMUNITY LIBRARY

Inside the WESTERN RESERVE
OUTREACH CENTER
8776 Harvard Street * Twinsburg, Ohio 44087
Phone: 330-405-0836

HOURS

Monday — Friday 8:30am-4:30p

CONTACTS

Director: Karen Tschudy
Assistant Director: David Brown
Circulation: Peggy Myers
Reference: Barbara Tullis
Young Adult/Technical Services: Laura Leonard
Childrens: Lucy Wilms
Building&Systems: Rick Smith
Technology: C J Lynce
Branch Manager: Karen Woods

THE LIBRARY CURRENTLY EMPLOYS
OFF-DUTY POLICE OFFICERS TO AID STAFF IN
MAINTAINING AN ORDERLY ATMOSPHERE



Be sure to have your library card with you to have access to all we have to offer.