

# RETURN THIS FORM TO THE LIBRARY

## UPPER SADDLE RIVER LIBRARY TEEN AREA RULES OF CONDUCT

The Teen Area was provided by the Friends of the Library and is reserved for students in grades 6 - 12. We ask anyone using this area to follow these rules of conduct so that the library can provide a clean, pleasant and safe environment for everyone. Anyone using the Teen Area must follow the Upper Saddle River Library's Rules of Conduct.

Listed below are the rules we expect you to follow to use the teen area. We have asked that you and your parents read this summary of the library rules so that you know what we expect of you. Please return a signed copy to acknowledge that you have read and understand these guidelines. *An easy way of remembering these rules is to Respect yourself, Respect others, Respect the materials, and Respect the space.*

- All children must have a signed Unattended Child Policy on file with the library in order to remain in the library without an adult.
- Teens are expected to be polite and respectful to the library staff. We expect you to talk softly, avoid noisy disturbances, not to run, to refrain from going in and out of the library repeatedly and not to use cell phones.
- Profane, obscene, threatening language or gestures is unacceptable
- Food or drink may not be brought into the library. Water bottles with lids may be used in designated areas.
- All audio equipment requires the use of headphones. Volume must be kept at levels for personal use only.
- Teens may not loiter or play in the library lobby, in front of the library building, in the parking lot, library driveway, at, in or near the river, or in the garden areas. The Upper Saddle River Police will be called if teens are in dangerous areas.
- Tampering with the computers and software is prohibited. An Internet use contract must be signed by your parents in order to use the computer.
- Appropriate clothing and footwear are required and must be worn at all times.
- Talking on cell phones in the library is prohibited as is the taking of photographs or videos without the consent of the library staff.
- The USR Library is not responsible for personal items. Personal property left unattended is subject to removal and discard.
- These guidelines apply to YA patrons in all areas of the library.

Acceptable behavior is expected at all times. Should you choose not to follow these rules a staff member will warn you that your behavior is not acceptable. If there is no change in your behavior the staff may call your parents and ask you to leave the library for a set period of time.

I have read the Rules of Conduct for the Upper Saddle River Public Library and agree to comply with its guidelines. I understand that violation of these guidelines may result in the suspension of my privileges at the library.

Teen contact information:

\_\_\_\_\_  
Teen name (please print)

\_\_\_\_\_  
Teen email

\_\_\_\_\_  
Teen phone

\_\_\_\_\_  
Teen Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

Approved by Library Board of Trustees September 17, 2014

## **KEEP THIS COPY FOR YOUR RECORDS**

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