

Code of Conduct for the Plymouth Public Library Teen Space

Composed by the Teen Advisory Group and Tween Interest Group on February 6, 2019

The following are guidelines for **all patrons** to follow while using the Teen Space in order to keep the space clean, safe, and functional:

- On **weekdays when school is in session**, the space is available to all patrons until 1pm. From 1pm until the library closes, the Teen Space is for patrons ages 9-18 only. Anyone outside of that age range will be asked to relocate to another part of the library.
- On any day that Plymouth Public Schools are not in session, including **weekends, holidays, school vacation days, and summer break**, the space is for patrons ages 9-18 at all times.
- The Teen Space is not an appropriate place for tutoring.
- All library policies apply to the Teen Space. This includes:
 - No food or beverages.
 - No sound from personal devices (phones, computers, tablets, etc). Always use headphones.
 - Speak at a respectful volume. Use “inside voices.”
 - All Teen Space users must abide by the library’s Patron Code of Conduct.
- All markers, erasers, magnets, gaming equipment, and other library property must remain in the space.
- Dry-erase markers are for use on the whiteboards only.
- Teen Space furniture is intended to move around within the space, but it must remain within the Teen Space. This includes the armchairs and side table by the window as well as the rolling whiteboard wall.
- Gaming consoles and equipment are for use at the Youth Services Department’s discretion. As a networked device, the console is subject to the library’s Internet Access Policy. Patrons may not download software or change settings on the device under any circumstances. Library staff may ask a patron to stop using the gaming equipment at any time and for any reason.

If someone violates the Code of Conduct, please tell a staff member. Please note that library staff have the right to ask patrons to leave the space at any time, and an egregious violation of policy may result in an immediate ban.

Violation of any of the rules above or anything from the Library Code of Conduct will be handled in the following way:

First step: Patron will be asked to stop behavior and will be directed to the Code of Conduct for guidance on proper Teen Space behavior.

Second step: Patron will be asked again to stop behavior and warned that they will be asked to leave if warned again.

Third step: Patron will be asked to leave the library.

Patrons who repeatedly violate the Code of Conduct or who behave in a way that staff considers an egregious violation of policy may be banned from the space for a length of time to be determined on a case-by-case basis. Patrons who violate a ban may be subject to a no trespass order enforced by the Plymouth Police Department.

For more information on the Teen Space and library conduct policies, please contact the Library Director, Assistant Director, or Youth Services department head, or call the library at (508) 830-4250.