

Library Center of the Ozarks

Child Safety Policy

The Library Center of the Ozarks welcomes children to our facility and encourages them and their families to use the library's materials, services and programs. We strive to provide a safe and appropriate environment for visitors of all ages; however, the Library is not a childcare provider.

Parents, guardians, or caretakers are responsible for monitoring and regulating the behavior of children under their supervision. Library staff members are not permitted to take on that responsibility.

- Children younger than 12 years of age may not be left unattended in the Library. They must be accompanied by a parent, guardian, or a caretaker, 16 years of age or older.
- If a child under the age of 12 is at the Library without proper supervision, Library staff will attempt to contact the child's parent, guardian, or caretaker. If the staff is unable to contact a parent or guardian, or if the parent or guardian contacted does not arrive promptly to take supervision of the child, staff will contact the Police Department.
- Children 12 and older may be left unattended if they work quietly and follow Library rules. Such children must have some form of identification and parent/guardian contact information with them. Disruptive children will be asked to leave the Library. If a problem arises and the staff is unable to contact the parent or guardian the Police Department may be called.
- If any child under the age of 16 is left unattended at closing time or in the event of an emergency, Library staff will call the Police Department. Library staff members are not permitted to transport children in personal vehicles under any circumstances.

Approved 3.19.24

Library Behavior Policy

In order to provide a safe and comfortable environment for library users and staff, the Library Center of the Ozarks adopts the following policy regarding patron conduct and responsibility. The Library is open to the public without regard to race, age, gender, religion, national origin, political affiliation, sexual orientation, gender identity, or disabilities. People entering the library are expected to respect the rights of other patrons. Shirts, pants, and shoes are required. Any behavior that is disruptive to library use is prohibited.

For the comfort and safety of our patrons and staff and the protection of library property, the following are not permitted in the library (meeting rooms have their own guidelines):

- Any activity in violation of federal, state, or local law
- Disorderly or disruptive conduct
- Using threatening or abusive language or behavior
- Using alcohol or illegal drugs
- Using tobacco products and smoking (including electronic cigarettes)
- Sleeping or loitering
- Drinks without lids
- Eating
 - Programs which include food or drinks will be acceptable based on library approval.
- Solicitation of any type, panhandling or distributing food, drinks, or pamphlets
- Unattended bags
- Animals, except for service animals or those used for library programs .

Patrons who harm or damage library property will be responsible for the cost of the item. Library staff may revoke borrowing privileges and/or deny library privileges to patrons violating this policy.

Any person who is asked to leave the library or library property and refuses to do so shall be considered a trespasser and may be subject to citation or arrest.

A patron whose privileges have been denied by library staff may appeal to the Board of Trustees in writing within seven days from the date the patron's privileges were denied. The Trustees shall review the request and hear from library leadership to determine such an appeal within fourteen days. The decision of the Trustees will be final.

Library leadership has the authority to establish guidelines and procedures as necessary to carry out this policy and ensure the safety of patrons and staff.

Approved 3.5.24

MEETING & STUDY ROOM POLICY

Library Center of the Ozarks meeting and study rooms are for both Library and public use. Use in no way constitutes or implies an endorsement or sponsorship by the Library or its Board of Trustees of the organizations or individuals using the space, nor of any content, viewpoints, or beliefs presented.

The following guidelines govern non-Library use of the rooms. Any violation may result in a ban on use.

The Public Nature of Use

Meetings must be open to the public unless it is a closed session of a public governmental body pursuant to the provisions of [RSMo 610](#). Due to the public nature of meeting rooms, booking requests shall be treated as public documents; and the Library reserves the right to take photos and videos of events held in the rooms for its own records and for future promotional materials (see Social Media Policy).

Sales, Charges, Fees, & Fundraising

Users cannot sell any products or services in the rooms. Admission charges, sales, and participation fees of any kind are prohibited. Political candidates, political action committees, and other political advocacy groups, either issue-related or candidate-driven, may not solicit or receive campaign contributions on Library property. Fundraising events of any kind are not permitted unless organized with advance Library approval to raise money for the Library.

Required Conduct & Legal Responsibilities

- Activities in Library meeting rooms must not disrupt Library operations. Users are expected to fully comply with posted occupancy limits, all Library policies including behavioral policies, and any applicable provisions of state and federal law.
- Users are expected to follow all federal, state and local health and safety guidelines while using the meeting room which may include limited capacity, physical distancing, face coverings, and sanitizing.
- The Library does not assume liability for illness or injuries to individuals or damage to personal property that occur because of actions of the sponsors or participants in activities in its meeting rooms.
- Group or individual is responsible for cleaning the room at the completion of the meeting. All trash must be placed in a trash receptacle or removed by your organization immediately following the meeting. A vacuum cleaner is available if needed.

Room Rental Fee

Members

Current members of the Library Center of the Ozarks may use rooms at no charge and must be in attendance. Rooms can be reserved one hour at a time, with a two-hour cap. The Member must be on-site at the time of the room rental.

Members who do not comply with the above will have a 1st time penalty of 14 days, and a second time penalty of 30 days. If the behavior persists the Library Leadership will make a recommendation.

Non-Members

Non-members will be charged a non-refundable fee according to the room rented; the charge will take place at the time of reservation.

- Technology Room: \$25 flat fee for up to two hours.
- Small Meeting Rooms: \$10 flat fee for up to two hours.
- Board Room: \$25 flat fee for up to two hours.

If a cancellation is needed, the non-member will do so within 24 hours of the rental time.

*If the Library Center of the Ozarks is closed due to weather or any other circumstances, the rooms will not be available, and a refund will be made.

Food Policy

- Food which will be considered acceptable:
- Covered cups, including coffee, tea, or bottled water. No red liquids please.
- Individually wrapped treats or candy's (bags of crackers or cookies)
- No alcoholic beverages

A charge may be assessed if cleaning or repair is required by library staff.

Damage

Your organization is responsible for any damage to library furnishings, fixtures, or equipment.

Users may not use staples, tacks, or nails to hang items on walls.

Equipment

Users may bring their own audiovisual equipment, laptop computers, flip charts, etc. Please bring an extension cord for any equipment needing power. If a user would like to

use the Library's equipment, they will be required to receive instruction on its operation from a Library employee before the event.

Contact library staff for training.

Wireless internet is available at the library

Meeting Times

Meeting Rooms are available only during hours the library is open to the public. Meetings must end (including cleanup) 15 minutes prior to the library closing. It is the user's responsibility to confirm Library hours

Reservation Guidelines

- Rooms can be reserved through the circulation desk.
- 24 Hour cancellation policy
- Library Sponsored programs have priority. (examples: summer reading programs, Board of Trustees Meeting, Friends of the Library)
- Library study rooms are available during Library operating hours on a walk-in basis.
- Rooms can be reserved by the same individual up to four times per month.
- Each organization or individual wishing to use a Library meeting room must agree to the user policies when booking a room.
- Reservations can be made up to 60 days in advance, on a first come first served basis. The library reserves the right to reschedule or cancel a meeting to accommodate library programs, operations, or weather conditions.
- It is the responsibility of any organization or individual to have age-appropriate designations affixed to any publication, website, or advertisement for such event or presentation as outlined by 15 CSR 30-200.015.
- Library Center of the Ozarks will keep an updated calendar at the circulation desk.
- Rooms should be returned to their original condition prior to leaving.

Rooms Available for Rental

Technology Room (1)

- Located on the main level
- Maximum capacity of 20 people
- Audio-Visual capabilities
- Seating can be modified

Small Study Room (1)

- Located on the main level

- Maximum capacity of six people
- One television for presentations
- Seating cannot be modified

Conference Room

- Located on the lower level
- Maximum capacity of 30 people
- Large Screen television for presentations
- Seating can be modified

The Library leadership has the authority to adjust the policy according to circumstances.

Approved 3.5.24

PUBLIC USE OF LIBRARY TECHNOLOGY POLICY

The following policy will cover:

- Technology Guidelines
- Internet Access
- Public Computers, printers and devices

Key Guidelines for Use

- Library technology cannot be used for any illegal activities (including illegal peer-to-peer file sharing); producing or transmitting any threatening, obscene, or harassing materials or computer viruses; accessing pornographic websites; attempting to circumvent filters; taking any action which could violate the privacy of another individual; or damaging or disrupting Library equipment, software, or data transmission.
- The Library cannot be held responsible for the use of Library technology for commercial purposes.
- The use of Library technology is carefully monitored to ensure compliance with Library policies. Appropriate steps will be taken to prevent misuse or abuse of Library computers and internet services. Repeated or serious violators risk losing Library privileges and will be held financially liable for any physical damage caused.
- As with other Library materials, restriction and supervision of a child's access to Library computers and the internet is the responsibility of the parent or legal guardian.

- By choosing to use these free services, patrons agree to abide by all applicable Library District policies. Failure to read or understand rules does not excuse a user for disobeying them.

Internet Access

- The Library reserves the right to limit bandwidth or services on a per connection basis on the network, as necessary, to ensure network reliability and fair sharing of network resources for all users.
- Users may not extend or modify the network in any way. This includes adding access points or installing bridges, switches, hubs, or repeaters. The Library reserves the right to remove or disable any unauthorized points of access.
- The Library assumes no responsibility for the safety of equipment, data, or personal information when connected to the Library's network.
- While the Library network (except service available through hotspots) is filtered to comply with all applicable state and federal laws and Library policies, the Library has no control over what users choose to access. Any request to bypass the filters or access filtered websites should be directed to director@taneycountylibrary.org. Review will be conducted as soon as qualified staff are available.

Public Computers, Printers, and other Devices

- A technology fee for nonmembers is available for a cost of \$1 per hour.
- Library Center of the Ozarks reserves the right to set time limits for daily use based on availability and demand. Computers automatically log off 15 minutes before closing time.
- Users will be charged for all pages printed, even if they are accidental or unwanted.
- Users may not download or install any software or programs not already pre-installed by staff on Library computers. Please email requests for additional software to director@lcozarks.com.
- Users bear sole responsibility for any data loss or damage to personal devices used on Library equipment. It is the user's responsibility to secure any personal data during use and delete it from Library devices when finished. If concerned with security, patrons should contact library staff for support.
- Staff time prohibits lengthy one-on-one computer, software, or internet training outside of scheduled classes.