



## Teen Room and Library Use Guidelines for Young Patrons

The Durham Public Library provides a welcoming, safe, and inclusive environment for all visitors, with special spaces and resources designed to meet the unique needs of our community. The Teen Room is a space for 5th-12th graders to explore, connect, and engage in activities tailored just for them. To ensure that everyone can enjoy the Library and its resources, we've established guidelines that promote respect, privacy, and responsibility. These policies help us create a positive and supportive environment where teens and patrons of all ages can thrive.

### Library Card Guidelines

- Young people eligible for enrollment in the ORCSD may apply for a library card. For youth under 12, a parent or guardian must be present to complete the process.

### Teen Room Guidelines

- The Teen Room is designed as a dedicated space for 5th-12th graders to relax, explore, and participate in activities.
- Adults and younger visitors are welcome to briefly browse for books in the Teen Room. However, the lounge area and activities are reserved exclusively for teens from 3–5 PM and given priority at other times to ensure they have a dedicated space to relax and engage. Exceptions may be granted during special library programs or with approval from the Library Director or their designee.
- If a teen is caring for a child under 10, they will be asked to use the children's area or an all-ages space to ensure the Teen Room remains focused on teen needs.

### Patron Privacy

- We respect the privacy of all our patrons, including teens. Library staff cannot share information about a teen's location in accordance with our privacy policies.

### Materials Selection

- Teens are encouraged to explore and choose materials freely. The Library trusts teens and their caregivers to make selections that suit their interests and needs.

## **Behavior Expectations in the Teen Room**

To ensure a welcoming and safe environment for everyone, we ask that all teens follow these guidelines:

1. **Respect others:** Be kind to everyone.
2. **Keep it friendly:** No roughhousing, pushing, shoving, or excessive public displays of affection.
3. **Use appropriate language:** Please avoid profanity, disrespectful, or unsafe language.
4. **Care for your space:** Clean up after yourself and use furniture as intended (e.g., no sitting on tables or standing on chairs).
5. **Keep track of your belongings:** The Library cannot be responsible for lost or stolen items, so please don't leave personal belongings like laptops or cell phones unattended.

If a teen's behavior does not meet these expectations, staff may ask them to leave the Library. After two such instances, the teen and their caregiver will need to schedule a meeting with the Head of Youth Services before returning to the Teen Room. Egregious violations of the Library Code of Conduct Policy will be referred to the Library Director.

## **Computer and Technology Use**

- The Library reserves the right to address any content viewed or behavior that disrupts the library's inclusive, safe, and welcoming environment.
- Failure to follow technology policies, procedures, or staff instructions may result in losing computer privileges.