

# TEEN LIBRARY COUNCIL

## APPLICATION

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian: Do we have your permission to photograph your child and post them on social media?      YES      NO

What days of the week are you NOT available? \_\_\_\_\_

\_\_\_\_\_

What times of the day are you NOT available (meetings would not be before 3:30pm): \_\_\_\_\_

Do you have any food or drink allergies? \_\_\_\_\_

\_\_\_\_\_

-----CONTINUE ON BACK-----

Do you have any hobbies or special talents? \_\_\_\_\_  
\_\_\_\_\_

What kind of books do you like to read? \_\_\_\_\_  
\_\_\_\_\_

What music do you listen to? \_\_\_\_\_  
\_\_\_\_\_

What's your favorite movie? \_\_\_\_\_

What's your favorite food/snack? \_\_\_\_\_

What's your favorite drink? \_\_\_\_\_

Is there anything you'd like us to know? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any questions? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TEEN LIBRARY COUNCIL

## MISSION STATEMENT & CODE OF CONDUCT

### Mission Statement

The mission of the Beauregard Parish Library's Teen Library Council is to encourage students age 12-19 to become life-long library users through the promotion of reading, volunteering, and participation in the library, and to assist the library in both developing and implementing programs which serve local teens.

### Code of Conduct

As a TLC member, I will adhere to the library's Patron Behavior Policy (see reverse side) and will:

1. Attend all TLC meetings unless otherwise excused in advance by the TLC Advisor.
2. Be trustworthy and reliable in carrying out responsibilities I've accepted.
3. Take responsibility for my choices and accept the consequences of my actions.
4. Work cooperatively with the library staff and other TLC members.
5. Respect other's opinions and make every attempt to include all participants in activities.
6. Respect all persons, facilities, and vehicles. I will be responsible for any damage caused by my behavior.
7. Look out for the safety and well-being of others and will act quickly to report anything which threatens it.
8. Accept that I am a role model and will use proper etiquette, including:
  - a) No public display of affection
  - b) Dress respectfully- shirts and bottoms should cover body parts which undergarments are typically used to cover.
  - c) Use electronics appropriately during the meeting
  - d) No profanity or weapons (such as pocket knives)

I understand and agree to the terms and conditions of the Code of Conduct. I understand the following procedures will be taken if I do not uphold the Code of Conduct:

First Offense: You will receive a warning

Second Offense: Your parent/guardian will be contacted

Third Offense: You will be removed from the council

Please note: Extreme or severe violation of the Code of Conduct, as determined by library administration, may result in immediate removal from the council.

Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PATRON BEHAVIOR POLICY

## **RULES GOVERNING THE USE OF THE LIBRARY**

Please enjoy the use of the library and respect its use by others.

We want the library to be a comfortable, relaxed, and hassle-free place.

We cannot enforce absolute quiet- but at the same time we want to provide an atmosphere conducive to study or reading by the majority of our users.

If you have questions or a complaint, ask any staff at our service desks.

Please cooperate with the staff if they ask you to modify your behavior. The staff has the approval of the Library Board of Control to ask users who are disrupting the use of the library for others to leave and call for the necessary help in removing those who persist in disruptive behavior.

APPROVED BY THE LIBRARY BOARD OF CONTROL

## **OPERATIONAL POLICIES- PROBLEM SITUATIONS**

### **Purpose**

The purpose of this policy is to identify those situations that the Board considers disruptive to the intended purpose and usage of the library or dangerous to staff or users and therefore cannot be allowed to continue.

Specific procedures for handling these situations are in the Branch Procedure Manual, listed under Emergency Procedures. It goes without saying that any written policy will not meet the needs of the situation 100% of the time. However, it is hoped that this policy is sufficiently inclusive to meet the needs of the staff the majority of the time. Staff are encouraged to follow the procedures in the Branch Procedure Manual unless the supervisor indicates otherwise or unless the particular situation requires an alternative response. Staff are reminded that the Director and Associate Director can be called anytime the need arises

### **NON-DISRUPTIVE BEHAVIOR**

Some library users may act strangely or be a source of concern or irritation to the staff and/or public, but their behavior does not constitute problem behavior. Examples include sleepers, the person wearing three coats in the summer or mismatched shoes, someone whose body or clothing is so dirty that it is unpleasant to be near, ritual touchers or people who exhibit other compulsive behavior or speech, and the simply lonely watchers and talkers. The library is seen as "safe" and is often sought by people who have difficulty in interpersonal or social situations.

Although it may be strange or eccentric, this behavior does not usually disrupt the functioning of the library and no action is required on the part of the staff.

HOWEVER, if any of the above situations creates a disruptive or dangerous situation, treat the behavior as defined in the Problem Behavior section.

### **PROBLEM (DISRUPTIVE) BEHAVIOR**

Problem Behavior is defined as any behavior that is disruptive, malicious, or dangerous to the patron or to other patrons and staff.

In addition, some of this behavior may be illegal and should be reported to the proper law enforcement authorities.

This behavior is not permitted in the library or on library premises. This policy permits the library staff to ask the person causing the disruption to leave, to call for assistance in having the person removed from the library premises, and to call law enforcement officers.

This behavior would include, but not be limited to:

One whose behavior is disrupting or is potentially dangerous to self or others, whether due to using alcohol or drugs to such an extent that judgement is affected, or to causes not readily known.

Armed, aggressive and/or physically threatening behavior.

Assault- actual physical attack involving patrons and/or staff.

Child abuse- the sustaining of physical injury by a child as a result of cruel or inhumane treatment or as a result of a malicious act by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child under circumstances that indicate that the child's health or welfare is harmed or threatened.

Child neglect- passive, negative treatment on the part of a parent or custodian, including not feeding, not clothing, inadequate shelter, etc.

Child unattended- young child unable to care for self left in library unattended or any child not picked up at closing time. This is considered a form of child neglect and will be reported to Child Protection Agencies.