

## Children's Room Policies and Procedures

The Trenton Free Public Library is committed to providing a safe, welcoming environment with a wealth of resources encouraging children to visit the library, use library collections, services, and attend library programs. During their use of the library and its resources, support and assistance will be provided by staff. However, the Library is not responsible for children who are left unattended on Library premises. Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver in the Library. For more information regarding unattended children please refer to our "Unattended Children Policy" on our webpage or request a copy.

- The Children's Room is for use by children from birth to 12 years of age (and young adults from 13-17 until the designated Teen Space has opened.)
- Children 7 years of age or younger must be accompanied and monitored by a parent or caregiver at all times.
- Children 8 years of age or older may use the Children's Room unattended.
- At the discretion of staff a parent or caregiver may be required to accompany a particular child(ren) at all times, regardless of age.
- As per library policy, "Parents, guardians, and/or caregivers are solely responsible for the safety and behavior of their children."
- Please be advised that like all library users, children are expected to comply with general library rules and regulations.
- Violation of, "Library Rules and Regulations Policy" may result in a child being asked to leave library premises.
- The Children's Room has a zero tolerance policy for the following behavior:
  - Any form of verbal and or physical aggression toward patrons and/or staff.
  - Willful destruction or theft of library property.
  - Serious and or continuous misconduct that is disturbing to patrons and/or staff.
- Engaging in behaviors listed under the zero tolerance policy may lead to temporary to permanent suspension of library privileges, dependent upon the severity of misconduct.
- Patrons entering the Children's Room are required to present a library card or valid ID.
- Adults not accompanying a minor will be permitted access to the Children's Room to access the collection on their behalf or to benefit a child. Otherwise adult patrons must use designated adult spaces.
- All children's materials are to be checked out at the main service desk on the first floor, not in the Children's Room.
- The Children's Room will close 30 minutes prior to the library closing time to ensure patrons have sufficient time to reach the first floor and check out materials.
- Thirty minutes prior to the closure of the Children's Room, announcements will be made in 10 minute intervals to allow patrons to make their final selections.
- Library staff cannot prevent children from leaving the Children's Room to utilize other spaces in the library and or exit the building.
- It is the responsibility of parents and or caregivers to ensure their child(ren) know what to do in the event the library closes:
  - . . . and a parent and/or caregiver are not there to pick them up,

- . . . the library has early closure due to an emergency or safety issues such as inclement weather.
- It may be necessary for staff to call police or other appropriate city agency if a child is left unattended when the closes or if a child otherwise appears a risk.
- Library staff may determine a child to be “at risk” in situations such as these but not limited to:
  - A child alone and frightened in the library,
  - A child alone, doing something dangerous, or another person in the library seems to be a danger to the child,
  - No parent and/or caregiver pick the child up at closing time and the child state they must wait for said parent and/or caregiver.
- Library phones are not for use by patrons, including children, except in the case of emergency.
- Children 8 and under must be supervised by a parent or caregiver when using the elevator.
- Patron privacy, including that of minors, prohibits library staff from providing information to patrons calling the library regarding the whereabouts of a child or passing messages to children.
- Attendance at library programs, recreational browsing for library materials, and after school use of the library for homework and study are encouraged and considered appropriate.
- Minimal supervision will be provided by staff in addition to reference and research assistance.
- The library is not responsible for a minor’s selections of library materials. The library believes it is the right of the parent and/or caregiver to determine what is appropriate for their child to meet personal family standards and guidelines.
- All programs offered at the library are free. However, staff reserve the right to set age limits and/or require registration for programs that have a maximum number of participants they are able to accommodate.
- As a courtesy for parents and/or caregivers that may need to print there is one designated parent PC in the Children’s Room.
- The number of children’s PCs is limited and will be for child patron use only.
- The children’s restroom is for use by child patrons and their parent and/or caregivers only. (This restroom also contains a changing table.)
- Adult patrons not accompanying children may use the restrooms on the first and second floor.

We appreciate your cooperation in assisting us with providing a safe and welcoming environment for the child patrons in our community. Please inform staff in the event you have any questions or concerns regarding the Children’s Room Policies and Procedures.

Approved December 13<sup>th</sup>, 2018