

**Carnegie Library of Homestead**  
**Final Adopted Policy regarding Unattended Children visiting the CLoH**  
**December 5, 2011**

**Purpose:**

The Carnegie Library of Homestead welcomes the use of its facilities by children of all ages. Our services and programs are offered to make the library enticing to children, to encourage them to visit the library and to develop a love of books, reading and libraries.

Responsibility for the welfare and the behavior of children using the library rests with the parent, guardian or caregiver. Library staff cannot assume responsibility for unattended children.

The Library Board of Directors asserts that it is the parents' responsibility to provide childcare; the library must not be used for this purpose. The Carnegie Library of Homestead facilities are not designed or licensed to provide childcare services.

**Staff members are committed to:**

- helping children find materials for school work and recreational reading.
- providing an environment that encourages study and exploration.

**General conduct:**

Parents are to encourage their children to respect library property and the rights of others who use the library in regard to play, noise and safety. Although the library is a fun place for children, playground behavior is not appropriate in the library building. The library reserves the right to limit the use of the library by children and parents who, in the judgment of the library staff, are infringing upon the rights of other library users by inappropriate behavior.

**Definition:**

An unattended child is defined as:

- A young child who is unable to care for himself/herself or who may need assistance and is not under the direct supervision of a parent, guardian or caregiver.
- A child who is below the age of (11) or who is older but appears to need staff supervision.
- A child showing no observable intent to constructively use library's resources

**Carnegie Library of Homestead**  
**Final Adopted Policy regarding Unattended Children visiting the CLoH**  
**December 5, 2011**

**Levels of supervising:**

The library acknowledges that the maturity of children at different ages varies. These rules are subject to the discretion of library staff that may apply them to children other than the ages stated below, if they deem it necessary.

Children Under (11) Unattended in the Library

- All children under the age of (11) years, at all times, shall be attended and supervised by a parent or adult caregiver.
- These children under the age of (11) must always be in close proximity and within sight and talking distance of the adult responsible for their safety.
- A child under (11) may attend an advertised activity or program by him/herself however the caregiver must be ready to meet that child promptly when the program ends or have made arrangements clear with the child regarding leaving the library on their own or with a designated caregiver.

Children between the ages of (11) and (17) Unattended in the Library

- Children between the ages of (11) and (17) years may be left unattended for a maximum of (2) hours. This period of time shall be utilized to select materials, complete a homework assignment, or attend a program.
- The exception to the (2) hour maximum is academic research.

**Disruptive Children**

Disruptive behavior is any form of behavior that seriously or constantly disturbs library patrons or staff, damages library property, interferes with library service or endangers the well-being of the disruptive child or others.

Disruptive Children Under the age of 17

- Warning. A library staff member will tell the child (and parent/caregiver if under 11) that he or she is causing a disturbance and this is a warning. The next time he or she will be asked to leave.
- First offense. If the disruptive behavior continues, staff will tell the child (and parent/caregiver if under age 11) to leave the building. Follow through to see that the child does leave. The child is not permitted back in the library for a period of 1 week for this first offense.

## **Carnegie Library of Homestead**

### **Final Adopted Policy regarding Unattended Children visiting the CLoH**

**December 5, 2011**

- Second offense. If the disruptive behavior continues, the child cannot return for 30 days. Upon which the parent will need to schedule a meeting with the library management prior to the child's return. This meeting will reiterate the policy with the parent. This child is not permitted back in the library until the parent has scheduled a meeting and fulfilled.
- Third offense. If disruptive behavior continues, the child cannot return for a period of 1 year.
  - The child will be added to a standing "defiant trespass" list and trespassing on property will be deemed criminal.

#### **General Criteria:**

No one under the age of 17 is permitted in the library during active school hours. Excludes all in service days, summer and holiday breaks.

#### **Fines:**

Parents are responsible for all overdue material and to ensure all fines are paid in full. Once a child's fines reach \$2.00, they are not permitted to utilize library resources until they are able to pay all outstanding amounts.