

Radnor Memorial Library Children at the Library Policy

The Radnor Memorial Library works to create a safe and welcoming environment for children. In the interest of every child's safety, the Library will not assume responsibility for care taking or supervision of children. The Library is a public facility and is frequented by many people every day. The Library is not a child care provider but a public institution where all users have an equal right to quality services in a safe and relaxed environment.

The following policies are designed to guide the use of the Library by parents and their children.

- Children and young people who are disruptive in the Library or on Library grounds interfere with Library service to all users and can be asked to leave.

An incident report should be completed by any staff member asks a child to leave the library due to behavior.

- Parents may not leave children under 10 years old alone in the Library or on library property and are responsible for their children's behavior while in the library. For children 4 and under, the parent must remain in the Children's Department and be visible to the child.
- A parent or caregiver must be present at library programs with children 4 and under. Children aged 5 – 10 can independently attend library programs but caregivers must remain on library property during the program in case the child experiences separation anxiety, becomes ill, or displays inappropriate behavior during the program.
- Children aged 10 and older may visit the library and attend programs independently. Children must abide by the rules stated in the Radnor Memorial Library *Code of Conduct*.
- If a child under 10 years old is left unattended in the library or on library property, the staff will attempt to contact his/her parents or caregiver by phone. If no parent or caregiver arrives within 20 minutes, the Radnor Police Department will be called. The library reserves the right to contact the Radnor police at any time if the situation warrants.

An incident report should be completed by any staff member who calls the police or a parent/caregiver about an unattended child.

- All Children must be picked up by a parent or caregiver by the time the Library closes. When the library closes, all users must exit the building. No child under the age of 14, unless accompanied by a sibling 14 or over, will be left alone on the patio or standing on the sidewalk to wait for a ride. At least two (2) library staff will wait with the child for 15 minutes and provide the child with assistance in attempting to contact the person in charge of picking him/her up. After waiting at least 15 minutes, the Radnor Township Police will

be called to pick up and safeguard the child in their custody. Under no circumstances should staff take the child home or transport them to another location.

An incident report should be completed by any staff member who must wait with a child after closing.

- Children under 18 may not use public internet computers (owned by RML or by DCLS) without a parent or caregiver present unless they have a library card registered in the DCLS system. Children under 18 who do not have a DCLS-registered library card will not be issued a guest pass and Information Services and Children's Department staff may ask to see a library card of any individual thought to be under 18 who is using a public internet computer. As the Early Childhood Learning PCs are not internet enabled, they are reserved for children under 18 years of age.
- No adult may use the DCLS-owned internet computer in the Children's area unless accompanied by a child unless specifically given permission by a children's librarian or the information services/reference librarian on duty.

Elements of this policy approved by the Radnor Memorial Library Board of Trustees in 2002, 2007, 2008, 2011. Additions, changes and reaffirmed policies approved October 16, 2014