

Wilkinsburg Public Library & Eastridge Branch Library Children's Room Rules and Expectations Policy

Policy number: 108

Date adopted: May 21, 2024

Replaces: All prior Wilkinsburg Public Library children's room policies

Replaces/Enhances: All prior Wilkinsburg Public Library Children's Room Rules and Expectations Policies with the inclusion of Eastridge Branch Library.

Purpose:

To ensure an environment conducive to proper library use and to ensure a safe location that all patrons visiting are ensured a safe and welcoming environment. To clarify the responsibility of parent, guardian, or caregivers as related to their children in the library.

- For the purposes of this Policy a "minor" or "child" is defined as a person under 18 years of age.

Statement of Policy:

1. The Wilkinsburg Public Library & Eastridge Branch Library welcomes the use of its services and facilities by children.
2. Children Supervision
 - Supervise means the caregiver (of appropriate age) is always in the immediate vicinity of and in visual contact with any child 7 years of age or younger.
 - Underage:
 - Children aged 7 and younger must always be supervised by a parent, guardian, or caregiver of at least **15 years of age** while using the library.
 - Parents, guardians, and caregivers are responsible for the behavior of their children while supervising in the library.
 - Children under the age of 8 must be supervised on the elevator.
 - Parents, guardians, or caregivers of children under the age of 8 attending activities sponsored by the library are expected to remain until the event concludes.
 - Children aged 8 and older are welcome to use the library without a parent, guardian, or caregiver. These children must take care of themselves, and appropriate behavior is expected of all patrons regardless of age.
 - Library facilities are not designed or licensed to provide basic childcare needs such as healthy food, physical exercise, or emergency care if the child becomes ill or upset.
3. Unattended Children
 - Parents or legal guardians are responsible for the conduct of their child in the library or on library grounds, regardless of whether or not they are accompanying their child.
 - The library staff is not responsible for the safety or well-being of any patron beyond the extent expected of a public facility.

- The library staff is not responsible for any unattended minor.
- The library staff are not responsible for preventing a minor from leaving the library.
- At closing time, the library staff will assist unattended children by calling the parent or legal guardian and/or police if the parent or legal guardian cannot be located.
- When a library staff member observes suspected abuse or neglect on the part of a parent or responsible caregiver, the staff is mandated by Pa. Code #42.42, issued under the Child Protective Services Law, to report such suspected abuse to the Department of Public Welfare.

4. Computer Use

- During school hours children will have a maximum of a 2-hour time limit on computers each day.
- The time limit can be extended for any child working on schoolwork or in exceptional circumstances.
- Headphones can be borrowed at the Children's Desk for computer/tablet use.

5. Behavior

- Acceptable and non-acceptable behavior can be found under Wilkinsburg Public Library Policy 104: Standards of Acceptable Behavior.
- The library staff have set certain standards of acceptable behavior to better serve all users. Behavior becomes unacceptable when it infringes and/or injures oneself, others, facility, or materials.
- To guarantee the rights of all patrons, patrons with unacceptable behavior will be asked to modify their behavior or leave the building. Police may be called for noncompliance.
- Library staff has the right to determine the action needed to use based on severity and/or number of incidents. The library staff reserves the right to ask anyone who is behaving in a disruptive manner and/or disobeying the rules of the library to leave from up to the rest of the day to being banned from the library based on the level of severity.
- If anyone is asked to leave, they are not allowed to go to the Adult Department in Wilkinsburg Public Library or to the Eastridge Branch Library.
- Depending on the violation, a patron may be banned from the library based on the extremity of the first offense. The Library Director has the authority to determine if the offense is serious enough to restrict a person.
- Incident reports will be given to the child for the parents or legal guardians to sign and return to a library staff member by their next visit. Copy of the Children's Policy Incident Report form is in Appendix A.

APPENDIX A

Wilkinsburg Public Library
Children's Policy Incident Report
Policy number: 104 & 108

Purpose: To ensure an environment conducive to proper library use and to ensure a safe location that all patrons visiting are ensured a safe and welcoming environment.

View our Children's Room Rules and Expectations Policy on our website:
www.wilkinsburglibrary.org.

Incident reports will be given to the child for the parents or legal guardians to sign and return to a library staff member by their next visit.

Date of Incident: _____

Child's Full Name & Age:

Reason for Dismissal:

Parent/Guardian Signature:

STAFF USE

Library Action Issued: _____

Librarian Issuing Dispute: _____

Signature & Date from Children's Librarian after returned:

