

Service to Youth and Caregivers Policy
(Board of Trustees Approved: October 2017)

- I. Forest Park Public Library (FPPL) has established the following rules and procedures to create a safe, orderly atmosphere in which children can use the Library for its intended purposes. Whether or not they are present, parents or guardians are ultimately responsible for the behavior of their children in the Library until they reach the age of eighteen (18).
- II. A parent or other responsible caregiver at least fourteen (14) years of age must supervise children under the age of eight (8) at all times while they are in the Library.
- III. Children who are eight (8) or older may use the Library unattended provided they conduct themselves in a manner appropriate to the Library's purpose as described in the Code of Conduct for Patrons of the Forest Park Library.
- IV. If a child is left unattended at the time of closing, the Person In Charge and a Youth Services staff member shall remain with the child for a period of fifteen (15) minutes. If a parent or other responsible caregiver does not pick up the child during this period, the Forest Park Police department will be contacted. FPPL reserves the right to contact the police whenever a child under the age of eight (8) is left unattended at the Library, at any time of day.
- V. To provide an appropriate and safe atmosphere for children, and to ensure that the Youth Department is a welcoming, pleasant, non-intimidating, and safe place for all children who use it, the Youth Department is reserved for the use of children under the age of eighteen years of age. Adults (18 and over) who are not accompanied by children are to use the Youth Department only for the purposes of retrieving children's materials to check out or to speak with library staff. Extended browsing, lounging, use of furniture and/ or loitering by unaccompanied adults in the Youth Department is not allowed. Exceptions for study room use may be made at the discretion of library staff. The Library may occasionally schedule times during which the Youth Department is accessible only to appropriately- aged patrons and library staff, for example, during a youth reading group.
- VI. The Library responds to behavior through Positive Behavior Interventions and Supports (PBIS), a proactive system for teaching behavior expectations that is practiced throughout the community of Forest Park.
- VII. For the safety of children, Library staff will not give out any information about children's whereabouts or relay messages to/from telephone callers.
- VIII. Parents accept full responsibility for the material selection and use of the Internet by their children, as acknowledged in the Borrowing Privileges Policy.

