

## **Chelsea Public Library Children's Department Policies and Procedures**

The Children's Department at the Chelsea Public Library provides an array of services to children from preschool age to middle school age. The library offers story hours, Internet access, tours, advice on books to read, as well as educational and entertaining programs.

The Children's Department holds a wide assortment of fiction, folktale, picture books, nonfiction, audiovisual materials, reference materials, and public computers, as well as online resources. The Children's Department is reserved for children, their parents, guardians, teachers, and caregivers.

A library card is needed to borrow items or use public computers. In order to obtain a card:

- The child must be present.
- The child must be enrolled in school (preschool is considered school).
- Verification of address is required.
- A parent or guardian should be present for a child under 10.
- Responsibility for all materials borrowed on a library card lies with the cardholder and/or their parent or guardian.
- Library staff do not monitor the selection of materials and are not responsible for items that are checked out.

### Other Children's Department Rules

- Children may check out 10 items per visit. Books in heavy demand for school assignments may be limited.
- There is no food, drink, or cell phone use allowed.
- Children's books should be returned to the children's department if it is open.

### **Behavior**

The library encourages frequent visits by children and their families. However, library staff cannot provide childcare or assume responsibility for children's safety. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library personnel cannot monitor the whereabouts of unsupervised children or be responsible for children who are demonstrating inappropriate behavior. Parents should be advised that if the conduct of their child is inappropriate, the child may be instructed to leave the library. Staff reserves the right to ask a child to remain out of the library for a length of time to be determined by the inappropriate behavior. Parents should further realize that, even in their absence, they are legally responsible for the behavior of their children.

Children must know how to reach an adult in case of an emergency, and both children and adults need to be aware of library hours.

### **Unattended Children**

An unattended child is a child of any age who is apparently unaccompanied by a responsible adult. Parents, guardians, teachers, and caregivers may not leave children alone or in the care of

other children who are unable or unwilling to provide adequate care. Supervising adults must be close at hand.

As in all public places, “stranger danger” is a real concern. Library staff cannot prevent children from interacting with or leaving with persons who are not the appropriate chaperone.

If the library or juvenile department is closing, at a regular time or in an emergency situation, and a parent or guardian cannot be located in the building, the Chelsea Police Department will be called to take the child.

The Library is not responsible for any consequences of parents forfeiting their responsibilities.

### **Unattended Adults**

Adults who are not attended by children are welcome to the Children’s Department in order to choose materials, however, they must take such materials upstairs to the Adult Department once they have finished their selection and checked out said materials. Adults who linger in the children’s department will be asked to relocate to the adult department.

### **Program Photography Policy**

Staff members, media and other patrons may photograph or film all library programs, events and patrons, in accordance with the Library Appropriate Use Policy. Photos may be used on the Library or City website, on social media platforms, in publications and in the media.

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