

# POLICY

**Subject:** Youth Behavior and Supervision Policy  
**Approved By:** Board of Library Trustees  
**Approval Date:** November 17, 2009  
**Effective Date:** November 17, 2009, November 8, 2011, February 19, 2013, Sept. 19, 2017  
**New ( ) Reviewed ( X ) Revised ( X )**

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The trustees and staff of the Culver-Union Township Public Library view service to children as an important part of our mission. We encourage children to use this facility for reading, study, research, and attending programs, and we welcome those who do so. However, parents, guardians, and caregivers should be mindful that the library is a public building open to all individuals, and that unattended children are vulnerable. This policy has been designed to communicate the concern of the trustees and staff for the safety and welfare of the children who use the Culver-Union Township Public Library.

- The library trustees and staff strongly recommend that children under the age of eleven (11) be accompanied by a parent, guardian, or caregiver
- The Board's policy affirms that the library staff does **not** act *in loco parentis i.e.*, does not take the place of the parent, act as caregiver or baby-sitter, nor assume responsibility for unattended children. If a Library staff member becomes aware that an unattended child in the Library is in violation of the posted Library Code of Conduct, reasonable measures will be taken to locate the parent or caregiver. If this cannot be done, the police will be informed. An incident report will be filed in the Library.
- In all situations, the parent/adult caregivers or responsible adults who have transported minor children onto the library premises or who have otherwise directed or allowed minor children onto the library premises shall be responsible for the care, safety and conduct of those children at all times that the children are on the library premises. A responsible adult is defined as a parent/guardian, teacher, or assigned caregiver. Appropriate supervision must be provided for minor patrons.
- The library staff is not responsible for providing supervision and care for children while their parents, guardians, or caregivers are outside the library or in another part of the building. The staff does not monitor children leaving the premises, nor is it their responsibility to know if a child is leaving with a parent, guardian, relative, friend, or stranger.
- Parents, guardians, and caregivers are expected to be aware of the opening and closing times of the library, and to make suitable

arrangements to meet and/or transport their children. Inclement weather, power failures, and other unforeseen emergencies can and do occur, requiring the library to open late or to close early. Children left alone in the library or on library premises could be at risk of danger.

- If the library is closing and a child has been left unattended, the staff may assist him/her in calling home to arrange for transportation. However, if the child is not picked up within 15 minutes after closing, the police will be called to take responsibility. At least two (2) staff members must remain with the child after the library closes and until the situation is resolved. The library staff is not permitted to take a child out of the building or to transport him/her to another location.
- The library is not responsible for children who socialize on library premises after closing.
- Children are expected to adhere to the same standards of conduct as are adults as posted in the CUTPL Code of Conduct
- Parents, guardians, and caregivers should be aware that the behavior of small children might at times be disturbing to others, especially those using the adult and/or quiet study areas of the library. In such instances, library staff may request that the caregiver temporarily remove the child from the building.
- Preschool children must be accompanied by a parent/adult when in the Children's Department. Parent/adult caregivers should not leave preschool children unattended while using other areas of the library, unless that child is participating in a supervised, scheduled program such as a story time.

All library users are required to respect library property and to act in a manner appropriate to the use and function of the library. The Library Patron Behavior Policy and Code of Conduct also apply to minors (under 18 years of age). A child who is not using the library appropriately, who is engaged in disruptive or other inappropriate behavior, or who requires excessive staff attention, may be asked to leave the library after proper warning.

If a minor is in violation of the code of conduct, the following disciplinary procedure will be followed:

1. For the first offense, the minor will be given a formal verbal warning by the children's department staff member. An incident report will be filled out.
2. If there is a second offense, the minor will be expelled and suspended from the Library for 3 full days. An incident report will be prepared, signed by the Youth Services Manager and then filed.
3. If there is a third offense, the minor will be suspended from library property and not readmitted until their parent/guardian meets with the Youth Services Manager and the Director.

The Culver-Union Township Public Library welcomes children of all ages to use the Library. Our goal is to inspire the love of reading in every child in a safe environment. We have developed and approved this Policy with our goal in mind. We ask each parent to join us in protecting all children.

The Board of Trustees of the Culver Union Township Public Library reserves the right to change this Policy without notice.