

GREENBURGH PUBLIC LIBRARY POLICIES MANUAL

Child Safety In the Library	PAGE: 1 of 2
	EFFECTIVE DATE: January 27, 2010
	APPROVED: January 27, 2010

A. Introduction

Under Section 226 of the New York State Education Law, the Greenburgh Public Library Board of Trustees (the “Board”) may adopt regulations to insure the safety of all Library staff and patrons, protect the Library’s property, and maintain order in the Library.

B. Policy Objective

The Library welcomes children to use its facilities and services and wants them to have a memorable visit in a safe and secure environment. For the protection and well being of children who use and enjoy our Library, this policy on child safety has been established.

In this policy the word “caregiver” is used to refer to parents, guardians, chaperones, or babysitters. A caregiver is someone age 14 years or older who is assigned to supervise a child under the age of 13.

C. Age Designations for Use of the Library

- Children age thirteen years and older may stay in the Library without a caregiver in the building.
- Children age nine to twelve may stay in the Children’s Library only if there is a caregiver in the building.
- Children age eight and under must be supervised by a caregiver at all times.
- Children age five and under must have a caregiver within sight and conversation distance of the child.

The Children’s Library is designated for use by children up to age 13, their parents, caregivers, adults for whom children’s level reading materials are appropriate, and adults actively engaged in research requiring the Children’s Library materials.

D. Caregiver Responsibilities

- Teach children appropriate behavior in the Library as described in the Patron Behavior Code.
- Be aware of the Library’s hours and arrive 15 minutes before closing time to escort your child home. The Children’s Library is located on the second floor of the building. The lights in this area are turned off approximately 15 minutes before closing time.
- Provide the child with your contact information.
- Approve of all materials the child borrows or reads.

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- Teach the child about stranger danger. The Library, unlike a public school, is an open facility and cannot restrict who may visit. The Library staff does not monitor when children leave and/or who they may be leaving with.
- When attending programs with children caregivers should model good listening skills and participate in the program. They should not eat, read, sleep or chat with friends during a program.
- Remain in the Children's Library during program events that children attend alone.
- Not bring sick children into the Library.

E. Access to Materials

The resources in the Library meet the full range of community members' interests and ages, thus not all are intended for children. The Children's Library collection comprises materials designed for babies and children up to sixth grade, in addition to books for adults on parenting. These factors should be considered in making a decision whether an individual child is ready to use the library alone.

Caregivers are responsible for their children's use of books, materials, and resources of Greenburgh Public Library. Caregivers are the ultimate guardians for the informational pursuits of their children. No attempt will be made by the Library staff to restrict access to information.

F. Unattended Children

Unattended children are placed in the care of a Children's Services librarian, who will attempt to locate the child's caregiver. If a caregiver can not be located the Greenburgh Police Department will be contacted.

If a child under the age of thirteen is left at the Library at closing time or if there is an emergency situation, Library staff will attempt to contact their caregiver. If the caregiver can not be contacted, the Library staff will immediately notify the police. Library staff will leave the following information on the front door, "Children left unattended are in the care of the Greenburgh Police. The Greenburgh Police Department is located at 188 Tarrytown Road, White Plains, NY 10607-1699, (914) 682-5300."

The Library staff cannot take legal responsibility for an unattended child in the case of a medical emergency.

The Library staff will not provide food, transportation or money to children.

Approved by the Greenburgh Public Library Board of Trustees on January 27, 2010.