

## 8. CHILDREN'S ROOM POLICY

### **Purpose**

The Dr. Harley and Marjorie Rex Children's Room provides resources for children to help turn them into lifelong learners and library users. The purpose of this policy is to outline acceptable use of the Children's Room and its resources and to ensure that the Children's Room is a welcoming, safe place for all children who use it.

### **Policy**

#### **A. Child Safety in the Children's Room**

1. All children age 12 and under must be accompanied by a responsible adult age 18 or older when using the Children's Room. The responsible adult must remain with the child in the room at all times.
2. It is the parent or guardian's responsibility to supervise children. Library staff do not act in place of the parent or guardian and are not responsible for the care of unsupervised children.
3. The Children's Room is reserved for the use of children. Adults unaccompanied by a child may use the Children's Room only if they are looking for materials to check out and must leave the room once they have located the items. Adults unaccompanied by a child may not use the Children's Room to lounge. Any adult found in the Children's Room not supervising a child or browsing for materials to check out will be asked to leave immediately.
4. Customers on the sex offender registry are not permitted to enter the Children's Room.
5. While all computers are filtered, the technology is imperfect. It is the responsibility of the parent or guardian to supervise children's access to materials on the Internet. Library staff are not responsible for monitoring children's use of the Internet.
6. Children must conduct themselves at all times in a manner appropriate to a library setting. Running, roughhousing, loud noise, inappropriate conduct with the furniture or toys (such as pushing or climbing) or other disruptive, damaging, and/or dangerous behavior is not acceptable. It is the responsibility of the parent or guardian to supervise children's behavior in the library. Library staff are not responsible for monitoring children.
7. All other behavior rules outlined in Chapter 5 apply.

#### **B. Adults in the Children's Room**

1. The use of the children's computers is restricted to children age 14 and under. Adults wishing to use a computer while supervising a child in the Children's Room may use the desktop designated for adult use or check out a laptop, provided he/she meets the criteria to do so.
2. An adult wishing to check out a laptop who is unaccompanied by a child may enter the Children's Room to check out the laptop, then must take the laptop to another part of the building.
3. An adult supervising a child in the Children's Room may bring materials from other areas of the library, such as a book from the adult reading room, into the Children's Room.

### **C. SMART Table**

The SMART Table is an interactive educational tool used to help children develop valuable skills, including mathematics, vocabulary, geography, sorting and matching, literacy, art, and more.

1. Who May Use the SMART Table
  - a. The table is open for use by children ages 3 to 12. If no children are waiting to use the table, adult caregivers may play with their children. All children using the SMART Table must be accompanied by at least one adult.
  - b. To prevent overcrowding and ensure an equal playing experience for all customers, no more than four users will be allowed for simultaneous play.
  - c. If there is a wait for the table, each child is limited to a half hour of use per day.
2. Conduct at the SMART Table
  - a. The table must be operated with fingers only. Using pens, pencils, or other sharp objects may lead to permanent damage of the viewing screen.
  - b. No chairs are allowed in close proximity to the table.
  - c. Customers may not climb, lay, lean, or hang on the table.
  - d. Shouting or yelling near the table is prohibited.
  - e. Any technical issues with the table should be referred to library staff. Customers should not attempt to fix any problems on their own.
  - f. All customers must be courteous to others using the table.
  - g. No food or drink is allowed in the Children's Room, with the exception of drinks that have a secure cap.
  - h. Customers who violate the policy will be issued a warning for the first incidence. Second time offenders will be banned from using the SMART Table for the remainder of the day. Flagrant and frequent offenders will have their SMART Table privileges permanently revoked.

3. Hours of Operation

Because the SMART Table can overheat if left on for prolonged periods of time, it will only be available for use during the following designated hours.

- a. Monday, Tuesday, Thursday
  - i. Use is allowed before 2:00 PM upon request
  - ii. Open use from 3:00-5:30 PM
  - iii. Use is prohibited from 2:00-2:59 PM.
- b. Wednesday
  - i. Open use from 3:00-5:30 PM
  - ii. Use is prohibited from 9:00 AM – 12:00 PM and 2:00-2:59 PM.
- c. Friday
  - i. Use is allowed before 2:00 PM upon request.
  - ii. Open use from 3:00-4:30 PM
  - iii. Use is prohibited from 2:00-2:59 PM.
- d. Saturday
  - i. Open use from 12:00-3:30 PM.
- e. Summer Hours
  - i. During the summer, an additional block of open use is allowed from 11:00-1:30 PM on Mondays, Tuesdays, Thursdays, and Fridays only.

## 9. TEEN AREA POLICY

### **Purpose**

The purpose of this policy is to outline acceptable use of the Teen Area and its resources and to ensure the Teen Area is a welcoming, safe place for all teens who use it.

### **Policy**

#### **A. Use of the Teen Area**

4. The Teen Area is reserved for the use of teenagers age 13-18. Library customers whose age falls outside this range may use the Teen Area only if they are accompanied by a person age 13-18. Anyone under 13 or over 18 found in the Teen Area who is not accompanied by a person age 13-18 will be asked to leave immediately.
5. All behavior rules outlined in Chapter 5 apply.

#### **B. Teen Computers**

1. The use of the teen computers is restricted to teens age 13-18. Due to the limited number of computers available, no exceptions will be made for library customers whose age falls outside this range.
2. All other policies concerning the use of library computers found in Chapter 4 apply.

#### **C. Other Teen Area Technology**

1. The Teen Area is equipped with a 55" television screen, a 3D Blu-Ray player, and an antenna that allows the television screen to act as a computer monitor. The primary purpose of these items is to facilitate collaborative homework and learning projects between teens.
2. Teens wishing to use the technology in the Teen Area must have the permission of their legal guardians.
3. Teens may request the necessary equipment for use (remote controls to the television and Blu-Ray player, 3-D glasses, antenna, and wireless headphones) from the Library Services Technician – Technology Coordinator or an available staff member. The wireless headphones must be used when the television is in use.
4. The television and Blu-Ray player may be used for watching movies if they are not being used for homework or other learning projects. The movies may be library-owned movies as long as they are checked out to the teen using them and are covered by the

library's movie license. Teens may also bring DVDs from home to play provided they are covered by the license. Teens must verify that the movie is covered by the license by asking a staff member before playing the movie.

5. If teens are waiting to use the television for homework or other learning projects and it is currently in use by teens watching movies, the teens watching the movies will be required to cede use of the television to the other group.