

## Children's Library Use Policy

The Russell Public Library seeks to provide a safe, educational, and welcoming place for all children to explore the world of books and information. Library personnel take their responsibility to provide safe access to the library very seriously. It is important that parents or guardians fulfill their responsibility for their individual child's safety and well-being.

The Russell Public Library respects and affirms the individual's right to access all library materials and services regardless of origin, age, background, or views. The determination of what library materials and services a person will use rests solely with the individual library user. This includes children. Therefore, parents or guardians are responsible for guiding their own children's use of library resources.

The Russell Public Library upholds the principles of the American Library Association's Code of Ethics [Library Code of Ethics](#) and Bill of Rights. [Library Bill of Rights](#)

Each adult patron will have their own library account which may include children under ten years of age. Children are eligible for their own library account at the age of 10 years old. Children may take out up to five items per two week period.

School age children 10 through 18 years of age may use the library unattended as long as their conduct is acceptable in a library setting. (Please see the Patron, Library Use Policy for additional information)

Parents and guardians, not library staff, are responsible for children's behavior in the library.

Parents and guardians should be advised that if their children misbehave, the child may be requested to leave the library. Parents and guardians are, even if not on site, legally responsible for their children's actions.

Children will not be allowed to run, yell, fight, climb, use abusive language or engage in any other unacceptable behavior in the library or on the library grounds so far as it is possible for the staff to observe. Should it be determined that a child is engaging in disruptive or dangerous behavior, the following steps will be taken:

A staff member will advise the child to stop the behavior — once. If disruptive behavior continues, a staff member will ask the child to leave the library. The child may not return for the duration of that day.

Should the child require a parent/guardian for transportation, the staff member will allow the child to call for transportation.

The Russell Police Department may be called to assist with disruptive children who do not adhere to disciplinary actions.

### **Unattended Children's Policy**

The Unattended Children's Policy has been adopted to ensure a safe and pleasant library experience for children of all ages.

Children under the age of 10 may not be left unattended in the library. A responsible person who is 15 years of age or older must accompany children under the age of 10 at all times. This includes children participating in library-sponsored programs. The responsible person must remain in the building during the program, and is responsible for the child when the program ends.

Should it be determined that a child under the age of 10 has been left unattended in the library, the following steps will be taken during library hours of operation and after closing:

The staff member will attempt to locate or call the parent/guardian. If no parent/guardian can be located within one hour, or if the library is closing, the staff member will notify the police.

Under no circumstances will a staff member take a child out of the building or transport a child to another location.

### **Unattended Children at Closing Time**

Parents and guardians must pick up children 10 minutes prior to library closing. Parents and guardians are expected to know the opening and closing times of the library, bearing in mind that the time can and does change in case of emergencies.

Should it be determined that a child has been left at the library without a ride or assistance home at closing time, the following steps will be taken:

Every attempt will be made to contact an adult or a family member via work, home and cellular phone.

If a parent/guardian does not arrive by the time the library closes, a staff member will stay with the child until someone arrives to pick him/her up. Under no circumstance will a staff member give a child left at the library a ride home..

If a parent/guardian has not arrived within 30 minutes, the Russell Police Department will be called and alerted that a child has been left behind at the library.

The police will then try to locate the parent or guardian. If the police have picked up the child, a staff member will post a note on the door advising the parent/guardian of the circumstances and stating where the parent/guardian can locate the child. The incident will be noted in the daily work log under patron needs.

**Children's Computer Use Policy** (Please see the Computer Use Policy for additional information)

Children, age 10 and up may use the public access desktop computers.

Computer privileges allow access to the Internet. Parents and guardians should know that the library does not employ Internet filtering software on its public Internet access computers. Parents, who wish to accompany their child while the child uses the computer, may do so.

Children may use the computer for up to two hours per day, however the following limitations are in effect.

- Library computer use for homework takes priority over recreational/personal use if there is high demand for the computers.
- You may be asked by the librarian to limit your time based on the needs of other patrons.
- When multiple children are using the computers for gaming a 20 minute limit with a waitlist may be used by the librarian to ensure everyone has a turn.

There is absolutely no food or drink allowed in the vicinity of any computer or electronic device at the library.

Children should use headphones or earbuds for audio, so as not to distract other patrons.

### **Acceptable Use**

Internet resources are to be used in a responsible manner consistent with educational, informational and recreational purposes. Patrons of all ages are expected to use the computers in a responsible manner, respecting the rights of others.

### **Unacceptable Use**

Computer privileges may be suspended or canceled, at the discretion of a librarian, if a patron is found tampering with the computers, including any violations noted below:

Degrading or disrupting equipment or system performance

Vandalizing the data of other users

Gaining unlawful access, including “hacking” and other unlawful activities

Invading the privacy of others

Violating software license agreements and copyright laws

Violating other federal, state or local laws

Deliberately displaying obscene images

Providing minors with access to materials that are harmful to them

Violating the automated reservation procedures or using someone else’s library card

### **Safe Computing**

Parents/guardians are encouraged to provide guidance to their children for the safe usage of electronic mail (email), chat rooms and other forms of direct electronic communication.

It is the responsibility of the parent/guardian to ensure that their child does not access sites that may be inappropriate or potentially harmful to the child. The library prohibits such access.