

Section	Services	Section #:	4
Sub-section	Programming	Sub-section #:	4.3
Topic	Children & Young Adult Services	Policy #:	4.3.2

Policy

The Selwyn Public Library recognizes that the needs of young people are important and that their intellectual growth, their cultural appreciation and their recreational activities should be fostered through quality library service delivered with consideration and respect.

The Selwyn Public Library endeavours to provide this service based on the Ontario Library Association's Children's Rights in the Public Library, 1988. See Appendix A.

The Selwyn Public Library recognizes that young adults have unique needs and will strive to provide collections and programs that support these needs.

Children and young adults shall have full access to all collections and services that the library offers.

Parents/guardians of children 17 years of age and under are responsible for items taken out on their child's account, including any fines or fees incurred. Responsibility for children's use of library materials, including computers and internet access, rests solely with their parents/guardians. It is not the library's responsibility to restrict children's access to any of its materials, services, or facilities, and the library will not do so unless it is deemed to be disruptive, rude, threatening or abusive behaviour. There are no restrictions on the types of material children may check out on their cards.

After a library user has turned 18, the library will not provide information about that child's account to a parent or guardian. After that age, the child will also bear full responsibility for fees or fines incurred on the account.

For purposes of this policy, children shall be considered to be from birth to 17 years of age and young adults shall be considered to be 18 years of age and up.

Section 1: Services

A) Collections

Policy

The Library will provide a wide range of materials in a variety of formats to fulfill the informational, cultural, educational, and leisure needs of children and youth.

Procedures

1. Librarians, under the direction of the CEO/Chief Librarian will ensure the maintenance and organization of comprehensive children and young adult collections.
2. Staff will evaluate the collection on an ongoing basis to ensure that the collection is current, in good condition and appealing to the intended audience.
3. Selection of material shall meet the criteria established in the Collection Development Policy.

B) Reader's Advisory & Reference

Policy

Staff will provide assistance by answering all users' requests for information regardless of age, without judgment, and with confidentiality and respect.

Procedures

1. Staff shall develop tools to assist volunteer staff and parents in locating appropriate materials.
2. Volunteers will be encouraged to direct any requests requiring information of a specialized nature to staff.

C) Programmes

Policy

The library will provide programming for children, young adults and parents to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning and use of the library.

Procedures

1. Staff will try to actively involve youth in planning and implementing programmes for their age group.
2. The library will cooperate with community agencies and schools in providing children's programmes.
3. To ensure the quality and the positive experience for participants, staff may restrict the age and the number of participants in a particular programme.
4. The library will provide opportunities designed specifically for home schooling families to encourage their use of the library, subject to demand and staff availability.

D) Children's Use of Library Space

Policy

The library will provide areas within the library that are distinct from the adult area and designed with regard for the needs of children and youth.

While on library property, children are the responsibility of their parents, guardians, or caregivers. Children 5 and under must remain in the company of a caregiver of at least 14 years of age. Caregivers of children ages 6-9 must remain in the building while children are on site and are responsible for the behaviour of children in their care.

Staff members do not and cannot provide childcare services and do not assume responsibility for children on library property.

****Exceptions may be made for some children's programs at the discretion of the Children's Programming Coordinator. Please refer to the Programming Policy 4.3.1 for more information.**

Procedures

1. Children's areas will have furniture, shelves and equipment that are designed for and accessible to children.
2. The library will ensure that the area is visually stimulating and that signage is clear and age appropriate.
3. Children and young adult areas may be more interactive learning environments where flexible noise levels will be tolerated.
4. Parents of children should have regard for other users in the library and restrict ongoing excessive noise and activity.
5. Disruptive, rude, threatening, or abusive behaviour may result in staff calling the child's parent/guardian, asking the child to leave, or having the child banned for a period of time. Parents or caregivers who fail to supervise children properly may also have their library privileges restricted or suspended.
6. In accordance with the Ontario Child and Family Services Act, Section 125, 2017, library staff members have a legal duty to report suspicions of abuse or neglect.

E) Staffing

Policy

The Library shall provide staff with the ability, experience and training in working with children and youth.

Procedures

1. The Board will encourage ongoing staff and volunteer training and professional development in children and youth services.
2. Staff and volunteer staff may assist young people with finding materials, using the Internet, or attending programs. All staff and volunteers working with children on an ongoing basis will be subject to the approved recruitment and screening process and shall be required to provide an

acceptable Criminal Record Check – Vulnerable Sector prior to acceptance.

F) Advocacy for Children and Young Adults

Policy

The Library shall advocate for children and youth services in the community.

Procedures

The Library will:

- a) collaborate with agencies to promote early literacy, love of reading, lifelong learning, and children's and teen's health and well-being,
- b) seek support for children's and youth services from community organizations, fundraising, donations, etc.,
- c) network with other agencies that provide service to children and young adults in the community, region, and province,
- d) communicate with principals, teacher librarians and teachers in the community schools,
- e) promote the children and young adult services and collections to groups that could benefit from them (schools, daycares, homeschooling parents etc.), and
- f) welcome class visits and orientation for school children and home-schooled children.

Attachment: Appendix A: Children's Rights in the Public Library

Related Documents:

Selwyn Public Library **Collection Policy 3.2.2**
Selwyn Public Library **Programming Policy 4.8.2**
Selwyn Public Library **Acceptable Use of Equipment, Software & Networks 6.1.2**
Selwyn Public Library **Circulation Policy 4.1.2**
TERMS AND CONDITIONS for USE OF PUBLIC INTERNET STATION
BY INDIVIDUALS 15 AND UNDER

History:		
Date of Original Board Motion:	May 11, 2010	10.033
Date of Amendments: (if any)	October 27, 2015	2015.82
	October, 2018	2018.108
		2024.017
Date of Next Review:	2028	

Appendix A

OLA Position on Children's Rights in the Public Library

Children in Public Libraries have the right to:

1. intellectual freedom.
2. equal access to the full range of services and materials available to other users,
3. a full range of materials, services and programs specifically designed and developed to meet their needs,
4. adequate funding for collections and services related to population, use and local community needs,
5. a library environment that complements their physical and developmental stages,
6. trained and knowledgeable staff specializing in children's services,
7. welcoming, respectful, supportive service from birth through the transition to adult user,
8. an advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services, and
9. library policies written to include the needs of the child.