



# GRANBY FREE PUBLIC LIBRARY

297 EAST STATE STREET, GRANBY, MA 01033

## Children's Room Use and Rules of Conduct

The Granby Free Public Library provides guidelines for behavior in the Children's Room to ensure a welcoming environment, which promotes the use and enjoyment of the Children's Room resources and at the same time protects the public, the materials, and the equipment.

### Guardians' Responsibilities for Youth

The library uses the term guardian to refer to a parent, childcare provider, or other person who is generally responsible for the youth (anyone under 18 years of age) while they are in the library.

Guardians are responsible for the behavior of the children in their care and must ensure that they comply with the library's rules of conduct.

An adult must accompany children under the age of six at all times.

Youth ages 11 and younger may not be left alone at the library. Library staff and volunteers cannot be responsible for the safety and behavior of children.

### Unattended Children at Closing

If a youth is unattended at closing time, library staff will have them attempt to contact a guardian. Staff are not permitted to remain after hours with an unattended child, nor give the child a ride home. If a guardian cannot be reached, staff will notify the police department to handle the situation.

### Children's Room Rules of Conduct

1. Respect for other library users shall be maintained at all times. This means disruptive behavior, which infringes on other's use or comfort level while in the library, shall not be permitted. Examples of such disruptive behavior are listed below. The library staff reserves the right to determine whether other behavior not listed is also considered disruptive.

- A. No loud talking, noises and shouting
- B. No offensive or profane language
- C. No food or beverages are allowed in the library except in designated areas.

D. No running in the library.

2. Do not move furniture. Furniture is placed for maximum use of space and safety.
3. Child-sized furniture is to be used by children.
4. Please use cell phones outside.
5. Youth must have written permission (on their library card application form) to use the library's internet services. Library computers are not filtered.
6. Playing and banging on the computer keyboards is not permitted.
7. Using electronic equipment with sound that may disturb other library users is not allowed in the library.
8. Library toys must be put away properly after use.
9. Library "theme kits" are only to be opened at home.

### **Special Program and Storytime Policies**

General Children's Room Use Rules are to be followed at all times.

Programs are designed to meet the needs of specific age groups. A young library user should attend programs appropriate for their age group.

During programs for children younger than 6, a guardian must stay with the child for the duration of the program. A guardian must be in the building for children from 7 to 11 years old.

If a child has difficulty sitting quietly during a storytime, please remove them from the program area until they are ready to return.

During programs, adults must refrain from excessive and disruptive conversations.

The library may occasionally cancel programs due to inclement weather or staffing issues. Announcements are made through television, by phone calls, and are posted online.