

## YOUTH SERVICES AREA GUIDELINES

The Youth Services Area serves children, their caregivers, teachers, and students who need children's materials. Other patrons should use the Adult Services collection and facilities, including the public restroom. Exceptions apply when programs for adults occur in the Meeting Room located in the Youth Services area.

The Fox River Grove Public Library staff is committed to help children with activities related to the Library. The Library will not act *in loco parentis*.

Unaccompanied Adults in the Youth Services Area: For the safety of children in the Library, adults unaccompanied by children are asked to remain in the Adult Services area of the Library unless they are actively using the materials or services in the Youth Services Area. Adults who wish to use children's or young adult materials in the Library should notify the staff on duty of that need, and take those selections to the Adult Services area.

Groups of adults wishing to use children's materials should schedule a visitation time in advance. A collection of children's and young adult materials can be made available for their use in the Adult sections of the Library.

Caregivers/guardians may not leave children aged 8 and under unattended in the Library. A responsible adult or mature adolescent 14 years of age or older caring for younger children must be able and willing to supervise the younger ones while in the Library.

Children 9 years of age or older may use the Library unattended providing proper behavior is maintained.

Caregivers/guardians are responsible for their children's behavior while in the Library. Caregivers/guardians will be notified if their children are left in a vulnerable situation or require supervision due to disruptive behavior.

When the safety of an unattended child is in doubt, if the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff are authorized to call the police and will stay with the child until the police arrive.

In all situations, children with disruptive behavior will be asked to leave the Library building and property. Procedures for inappropriate behavior as outlined in the Library's Patron Conduct Policy will take effect immediately. The Fox River Grove Public Library assumes no responsibility for children left unattended on Library premises, including prior to or following all scheduled events.

## Unattended Children Parental Notification Letter

Date \_\_\_\_\_

Dear \_\_\_\_\_,

The Fox River Grove Public Library has recently experienced an incident involving your child, \_\_\_\_\_, in which he/she was on Library grounds unattended by you or a responsible caregiver. A copy of the Library's Youth Services Area Guidelines and Patron Conduct Policy are enclosed here for your attention. We ask that you review these documents and make every effort to follow them. We do not wish to suspend Library privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding the policy and guidelines or their enforcement, please contact the undersigned.

Very truly yours,

\_\_\_\_\_

Library Director  
Fox River Grove Memorial Library