



Youth Safety Policy

STATEMENT OF PURPOSE

The library has adopted the following policy to provide security for youth using the libraries. Library staff members attempt to ensure the safety of children in the library, but their duties as providers of library services prevent them from being able to supervise each individual child in the library. Therefore, when children are using the library, it is the responsibility of parents, not that of the library staff, to supervise their children. Parents and guardians may designate a responsible adult to act as their representative for a child in the library.

Staff are responsible for:

- Being familiar with the City of Cornelius Personnel Policies
- Refraining from unacceptable behavior that falls into three basic categories:
 - Behaviors that are clearly unacceptable such as grabbing someone inappropriately, voicing insults, blocking someone's way, or stalking.
 - Behaviors that are offensive to some people such as telling off-color jokes, using suggestive inflection or tone of voice, or swearing.
 - Behaviors that may or may not be offensive depending on how they are done such as touching, giving compliments, or asking someone out on a date.

Parents and guardians are responsible for ensuring that:

- Children act in accordance with the library rules.
- Children's behavior does not present a safety hazard to themselves, other users, or library property.
- Children's behavior does not interfere with the use of the library by others. Children left unattended are vulnerable and may become frightened or anxious. If left unsupervised for an extended period of time, they can become restless and bored, disturbing the enjoyment and study of others.

Suggestions for parents and guardians:

- Introduce children to library staff and assure them that if they were ever to become lost or frightened, staff members are there to help.
- The library can be a very busy place, and it is open to the public. Make sure children know that if they should ever feel uneasy or uncomfortable with another person in the building, they should tell a staff member immediately.
- Parents should be familiar with the library hours of operation and should not leave children at the library before opening or after closing.

The bordered sections above are to be posted in the Children's' area.

Unacceptable behaviors will not be tolerated. Violations of these policies and rules by Library employees are subject to discipline, up to and including termination. Violations of these policies and rules by patrons may result in expulsion from Library premises. Serious violations by anyone may also result in prosecution under state and/or federal law.

LETTER TO PARENTS/GUARDIANS ON CHILDREN'S LIBRARY CARDS

Dear Parent or Guardian,

Congratulations! Your child has recently received a library card from the Cornelius Public Library system. This card allows FREE access and checkout privileges to thousands of books, magazines, CD's, videos and other resources at all public libraries in Washington County. The card represents an important step in your child's educational and recreational experience, as well as a major step in learning responsibility.

The following information is provided to help you guide your child's responsible use of the library.

- **FAMILY GUIDELINES:** It is both the right and responsibility of parents to guide their children in making reading and viewing choices since public libraries contain information and materials representing a broad spectrum of values and ideas, as well as a wide variety of interests and abilities. The library staff does not act in the place of parents; it is up to each family to set guidelines for use of library materials. The library does own R-rated videos that your children can check out unless you stipulate that they be blocked from doing so at checkout.
- **PRIVACY RIGHTS:** The library protects the privacy of its cardholders. Library circulation policy states we cannot give out information about materials borrowed to anyone other than the cardholder. However, such data may be accessed by law enforcement personnel without your consent. If a parent or other family member is picking up an item that is on hold for a child, or seeks information about what is checked out on a card, **they must have the child's card with them or know the card number of the child.**
- **FINES & FEES:** Library materials can be very expensive and charges will be made for lost, damaged or overdue items. Show your child how to treat library materials with care. Even if a child's friend or pet does the damage, charges will be placed on the account of the child whose card was used to check the item out. Please note: *A parent or guardian is financially responsible for all charges on their child's library card.* Overdue fines for DVD's are \$1.00 per DVD per day. Other materials are 15 cents per item per day.
- **INTERNET:** Access to the Internet is open to all. *Internet stations are unfiltered.* It is a parent's or guardian's responsibility to provide guidance in its use. To assist you, the document "Child Safety on the Information Highway" may be viewed at this Internet address: http://www.safekids.com/child_safety.htm, and the document "Parents' Guide to the Information Superhighway" may be viewed at this Internet address: <http://www.childrenspartnership.org>. Staff are available to help you print out copies, if you desire.
- **SAFETY:** Young people of all ages are welcome in the library. Because of safety concerns, the 'Unsupervised and Unattended Children' library policy states, "Children under the age of ten shall, at all times, be attended and adequately supervised by a parent, another adult, or a responsible adolescent while using the libraries to find materials or to study." This includes children's use of technology.
- **HOMEWORK:** To help students develop good study skills, encourage them to take the lead role in doing their own homework and research. Students should plan ahead for their assignments, since needed materials are often checked out but may be borrowed from other Washington County libraries within a few days' time.
- **RENEWALS:** Materials may be renewed in person, electronically at www.wccils.org, or by telephone at 503-357-4093.

We encourage families to use the library together and we hope this background information is of help to your family. If you have questions regarding any aspect of your child's library use, please let us know.

Apreciable Padre, Madre o Guardián,

¡Felicidades! Su hijo recientemente recibió una tarjeta de la biblioteca otorgada por la Biblioteca Pública de Cornelius. Esta tarjeta le permite el acceso LIBRE y los privilegios para llevarse prestados miles de libros, revistas, CD's, videos y otros recursos que tienen todas las bibliotecas públicas del Condado de Washington. La tarjeta representa un paso importante en la experiencia educativa y recreativa de su hijo, y es al mismo tiempo un paso importante para aprender a ser responsable.

La siguiente información se ofrece para ayudar a guiar a su hijo en el uso responsable de la biblioteca.

- **GUIAS FAMILIARES:** Es tanto el derecho como la responsabilidad de los padres y madres guiar a sus hijos para que hagan las decisiones de lo que quieren ver y leer puesto que las bibliotecas públicas contienen información y materiales que representan una gran gama de valores y de ideas, al mismo tiempo que una gran variedad de intereses y capacidades. Los empleados de la biblioteca no toman el lugar de los padres y madres; depende de cada familia el establecimiento de guías para el uso de los materiales de la biblioteca. **La biblioteca es dueña de videos catalogados como R y sus hijos pueden llevárselos prestados, a no ser que ustedes estipulen que no se les permita hacerlo ni llevárselos prestados.**
- **DERECHOS DE PRIVACIA:** La biblioteca protege la privacidad de las tarjetas de los usuarios. La reglamentación sobre la circulación bibliotecaria establece que no podemos dar información a nadie sobre los materiales prestados excepto al dueño de la tarjeta. Sin embargo, dichos datos pueden obtenerlos los empleados de seguridad pública sin el consentimiento de ustedes. Si un padre o madre, o algún otro familiar escoge un objeto que está reservado para su hijo, o busca información sobre lo que se lleve su hijo prestado con su tarjeta, **deberán contar con la tarjeta de su hijo o saber el número de la tarjeta de su hijo.**
- **MULTAS Y CUOTAS:** Los materiales de la biblioteca pueden resultar muy caros y los recargos se harán por los objetos perdidos, dañados, o no traídos a tiempo. Muestre a su hijo la forma de cuidar los materiales de la biblioteca. Aún cuando un amigo de su hijo, o su animal doméstico causen el daño, los recargos se harán a la cuenta de su hijo cuya tarjeta haya sido utilizada para llevarse prestado el objeto. Por favor fíjese: *El padre, madre o guardián es responsable financieramente de todos los recargos en la cuenta de la tarjeta de la biblioteca de su hijo.* La multa debida por los DVDs es de \$1.00 por DVD por día. Para los demás materiales es de 15 centavos por objeto por día.
- **INTERNET:** El acceso a Internet está disponible para todos. *Las estaciones de Internet no tienen filtros.* Es responsabilidad del padre, madre o guardián ofrecer la guía necesaria para su uso. Para ayudarles, pueden revisar el documento "Seguridad de los Niños en la Carretera de Información" en esta dirección de Internet: http://www.safekids.com/child_safety.htm, y el documento "Guía de los Padres en la Carretera de Información" lo pueden revisar en esta dirección de Internet: <http://www.childrenspartnership.org/>. Los empleados están dispuestos a ayudarle para imprimir las copias si usted así lo desea.
- **SEGURIDAD:** La biblioteca le da la bienvenida a la gente joven de toda edad. Debido a las preocupaciones de seguridad, la reglamentación de la biblioteca referente a "Niños No Supervisados Ni Cuidados" dice, "Los niños menores de diez años de edad deberían ser supervisados y cuidados adecuadamente todo el tiempo por su padre, madre o algún otro adolescente responsable al estar usando la biblioteca para encontrar materiales o estudiar". Se incluye aquí el uso que los niños den a los materiales tecnológicos.
- **TAREAS:** Para ayudar a los estudiantes a desarrollar buenos conocimientos de estudio, anímenlos a tomar el papel principal para hacer su tarea y sus investigaciones. Los estudiantes deben planear con tiempo sus asignaciones, puesto que los materiales necesarios con frecuencia son prestados o podrían prestarse a otras bibliotecas del Condado de Washington en un plazo de pocos días.
- **RENOVACIONES:** Los materiales se pueden renovar en persona, electrónicamente en la dirección www.wccls.org, o por teléfono llamando al 503-357-4093.

Animamos a las familias para que usen juntos la biblioteca y esperamos que esta información de antecedentes le ayude a toda la familia. Si tuvieran alguna pregunta referente a cualquier aspecto que su hijo use en la biblioteca, por favor hágala.

Empleados de la Biblioteca Pública de Cornelius