|  |  |
| --- | --- |
| 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 s/he is in the library.

Caregivers are responsible for the behavior of the children in their care and must ensure that the child(ren) comply with the library’s rules of conduct.

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

Youth ages 9 and younger may not be left alone at the library. Library staff members attempt to ensure the safety of the children in the library; however, their duties as providers of library services prevent them from being able to supervise each individual child left in the library.

**Unattended Children at Closing**Thirty minutes before closing the staff will have children call their parents. If parents cannot be located by closing time, the police will be called.

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

**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.

1. No loud talking, noises and shouting
2. No offensive or profane language
3. No food or beverages are allowed in the library. Exceptions include library programs when refreshments are provided or in designated areas.
4. 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 less than six years of age.

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**Youth programs include special events and storytimes and are designated to meet the educational, recreational, and cultural needs of youth.

Programming for youth is provided as a service to the community and there is no charge.

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 his/her age group.

During programs for children younger than 6, a guardian must stay with the child for the duration of the program. A parent must be in the building for children from 7 to 9 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.