

Cochrane Public Library Board

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Cochrane Public Library Board

Child Services Policy Statement

The goal of the Cochrane Public Library Board is to provide ready access to sources of information and knowledge for all people of all ages.

The Cochrane Public Library Board believes that the intellectual growth of children, their cultural appreciation, recreational and leisure activities should be fostered through quality library services, delivered with consideration and respect.

The Cochrane Public Library Board believes that a children's collection is a vital component of the Library to be used to encourage children's reading development and to satisfy their curiosity and need for information.

Child Services Procedure

Management Responsibilities

Board Motion number: 2009-03

Date of review: January 2011

The Cochrane Public Library Board will work to expand the opportunities for the library to fulfill its role in teaching children to understand and use new and existing library services and technologies that will enable them to reach their full potential.

The Cochrane Public Library Board endorses the Children's Rights in the Public Library adopted at the Ontario Library Association Annual General Meeting, November 1998 which states:

Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials.
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. Constructive, welcoming, respectful, and supportive service from birth through adolescence.
8. An advocate who will represent them and 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.

The Cochrane Public Library Board will ensure that children's access to the Library and use of library services and programs is consistent with all components of this statement.

Child Services Procedure

Parent's/Guardian's Rights & Responsibilities

Board Motion number: 2009-03 Date of review: January 2011

The Cochrane Public Library Board respects the rights of parents and guardians and recognizes the parents' and guardians' responsibilities for the child as they relate to Library operations. The Cochrane Public Library Board expects parents and caregivers to:

1. Monitor the use of library services and collections by their child and make known to the child what, if any, library material is not acceptable for the child.
 2. To sign for a library card issued, upon request, to a child under the age of fourteen.
 3. Be responsible for borrowed materials and fines incurred by their child up to the age of 18.
 4. Be responsible for their child's safety.
 5. Not leave an unattended child requiring supervision, in or about Library premises.
 6. Ensure their child is of sufficient maturity before allowing the child to visit the Library unaccompanied by an adult, guardian, or care giver.
 7. Ensure their child is aware of and obeys all rules and regulations of the Cochrane Public Library.
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Cochrane Public Library
P.O. Box 700
Cochrane, Ontario

Date:

Dear Parent or Guardian,

The Cochrane Public Library encourages children (under the age of 14) to develop good library habits at any early age. Some of these habits include the proper care of books and other library materials, and the responsibility for checking out and returning material on time. We urge you to make these library requirements known to your children at the time a library card is issued.

You should be aware that Library policy permits all children access to materials in the system with the exception of videos and DVD's. If, as a parent or guardian, you wish to limit your child's access to library materials, you should make this known to your child. The library cannot withhold circulating materials from any patron, regardless of age.

There are however, special regulations governing the use of reference materials and of rare and expensive collections. Users should inquire of library staff as to the rules regarding their use.

Chief Executive Officer
Cochrane Public Library

CHILD-02(a) 2009

Child Services Procedure

Code of Conduct

Board Motion number: 2009-03

Date of review: January 2011

The Cochrane Public Library Board is committed to protecting the safety and rights of the public and library staff and to ensure the library is used appropriately in a safe and harmonious manner while promoting the use and enjoyment of the library. The Cochrane Public Library Board expects all library users to abide by the Library's Code of Conduct to ensure users can conduct library business without interference and that materials, equipment and the facility are protected from damage and loss.

1. CODE OF CONDUCT:

- a) Smoking is not permitted in the library.
- b) Food or beverage is not permitted in the library with the exception of the multi-purpose room (in accordance to MPR policy and procedures).
- c) Alcohol, illegal substances, or firearms are not permitted in the library.
- d) The right of others to use the library must be respected and without harassment.
- e) Bags and knapsacks must be left in a designated location in the library if so instructed by library staff.
- f) Animals are not permitted in the library with the exception of working animals such as Seeing Eye dogs.
- g) Inappropriate language, such as swearing, is not permitted in the library.
- h) Theft of or damage to library property will not be tolerated.
- i) Skates, rollerblades, cleats, heelys, or any foot wear that is potentially damaging to library property is not permitted in the Library.
- j) Portable music devices such as radios, tape/DVD players are permitted to be used only with headphones and at a volume that does not disturb others.
- k) Appropriate attire, including shoes and shirts, must be worn at all times in the library.
- l) Individuals wearing wet clothing such as swimsuits, snow pants, etc., may be asked not to use Library seating.
- m) Disruptive and/or rambunctious behaviour, such as running, pushing, shouting, etc., is not permitted in the library.
- n) No canvassing, petitioning, selling, soliciting, or distribution of materials to the public is permitted in the library.
- o) The library reserves the right to limit time spent using equipment and facilities.

2. DISCIPLINARY PROCEDURES:

- a) If a Rule of Conduct is violated, library privileges may be suspended or revoked.
- b) The library is not responsible for personal belongings left unattended.
- c) Theft, vandalism, or mutilation of library property is punishable by law.
- d) Staff will give two verbal warnings regarding inappropriate behaviour to new offenders of a violation of the Code of Conduct.
 - i) With the first warning staff will explain the rules and suggest alternative behavior.
 - ii) With the second warning staff will state that the patron will be required to leave the library if the behavior continues.
- e) If the offensive behaviour continues, staff will request the offender to leave the Library for the remainder of the day.
 - i) Children who are in need of a ride home will be allowed to call for one.
 - ii) Those waiting for a ride may wait in the foyer, provided they are orderly.
 - iii) Staff may contact a child's parent or guardian directly or by mail and when possible.
- f) In the event of a third offence, the offender will be asked by staff to leave the Library and privileges will be suspended for anywhere from 30 days to 6 months, as determined by the CEO.

3. All questions regarding the implementation of these rules shall be directed to the CEO.

4. In all instances staff shall complete an incident report form which shall be submitted to the CEO who shall in turn shall submit a copy of the incident report to the Chair of the Board.

Reference: P.L.A. R.S.O. 1990, c. P44 Sect. 23 (4) (a) to (f) inclusive.

Board Motion number: 2009-03

Date of review: January 2011

The Cochrane Public Library Board is dedicated to providing a warm, welcoming, exciting, and safe environment for people of all ages. The Cochrane Public Library Board is likewise dedicated to providing the same environment for children of all ages, but neither the Library Board nor Library staff is responsible for the safety or the supervision of the children, with few exceptions.

Parents and guardians are responsible for the safety of their children and are reminded that children may be at risk in a public place and should not be left unattended in or about the Library premises. There are hazards to children in the Library such as stairs, doors, electrical equipment and strangers.

Note: No person having charge of a child less than sixteen years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances. Where a person is charged with contravening subsection (3) and the child is less than ten years of age, the onus of establishing that the person made provision for the child's supervision and care that was reasonable in the circumstances rest with the person. *Child and Family Services Act, C.11 Sec 79 (3) and (4)*

1. When an unaccompanied child is found in the library, and if the parent or guardian cannot be located within 15 minutes, staff may contact the Children's Aid Society or the Ontario Provincial Police.
 - a) **Children Aged 7 and under:**
 - (i) Children aged 7 and under may not be left unattended in the library, except during scheduled library-sponsored programmes. Upon completion of the programme, parent or caregiver must promptly return to the programme area.
 - (ii) If a child in this age group is found to be unattended at the completion of the programme staff will attempt to locate the parent or caregiver. If they are unsuccessful within 15 minutes the Children's Aid or the Police may be contacted.
 - b) **Children Aged 8 and over:**
 - (i) Children aged 8 and over may use the library unattended, subject to their adherence to the Code of Conduct. However, the Library is not to be used as an alternative to daycare.
 - (ii) For the sake of the child's safety, parents must ensure that children 8 and over are of sufficient maturity before allowing them to visit the Library unaccompanied by an adult guardian.

- (iii) Parents or guardians will be advised that if children misbehave during the programme Procedure Child-03, Code of Conduct, will apply.

C. Closing time:

- (i) Children who depend on a parent or guardian for transportation from the Library must be picked up before the Library closes.
- (ii) Children who are dependant on transportation and waiting outside the Library for its arrival are not the responsibility of the Library Board or Library staff.
- (iii) Children who are not dependant on transportation and are socializing outside the Library are not the responsibility of the Library Board or Library staff.

Reference: Severe Weather Policy

Board Motion number: 2009-03

Date of review: January 2011

1. **Children:** Children up to the age of 14 years are the primary user group of children's services and materials. Any child attending school in Cochrane may have free access to library membership.
 2. **Parents:** Parents and guardians are the first access point for library service to infants, toddlers and pre-school children. The library offers parents and guardians opportunities to participate in inter-active programmes, and easy access to information on a variety of topics such as parenting, child development, and special concerns.
 3. **Professional groups:** Professionals who work with children are encouraged to use the library's resources. The library endeavours to offer a wide variety of tools such as songs, games, read-aloud books, storytelling materials, puppetry, and subject-related information for use as teaching aids.
 4. **Special interest groups:** Special interest groups are encouraged to use the library's resources, as the library endeavours to offer material and programmes in specialized formats to accommodate:
 - a) Children with disabilities
 - b) Children doing remedial work
 - c) Ethnic groups
 - d) Literacy groups
 - e) Student studying childhood education
 - f) Home schooling participants
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Cochrane Public Library Board
Child Services Procedure

Child-06
Materials Selection

Board Motion number: 2009-03

Date of review: January 2011

The Cochrane Public Library Board shall ensure that the children's collection is comprehensive and meets the needs of the community.

1. The Board shall ensure that children have access to a separate collection of books and material designated to meet a child's needs, from infancy to the end of childhood.
2. Books and material for children shall be chosen in accordance with the library's collection development policy, with an emphasis on award-winning children's books, Canadiana, and multiculturalism.

Board Motion number: 2009-03

Date of review: January 2011

1. Children are entitled to:

- a) a separate collection designed to meet a child's needs from infancy to the end of childhood;
- b) a child's collection catalogue accessible by author, title and subject;
- c) a balanced collection to serve a wide variety of users and the special needs of the community;
- d) a collection that is up-to-date, in good condition and attractively organized to allow easy access by children;
- e) a collection that includes literature of the highest quality.

2. Book and non-book materials representing:

- a) Canada
- b) First Nations and French literature to meet the specific needs of the community;
- c) Traditional literature including folklore and myths to convey a cultural heritage;
- d) Popular and ephemeral literature that reflects a child's constantly changing environment;
- e) Literature designed to serve special groups such as disabled and gifted children, as well as beginning, reluctant and slow readers.

3. The collection shall include a variety of formats:

- a) **Books:** picture books; fiction in hardcover and paperback; non-fiction on a variety of subjects; non-circulating reference collection of encyclopaedias, standard reference works; indexes and other bibliographic aids;
- b) **Periodicals** specifically written for children;
- c) **Pamphlets** to enrich the book collection;
- d) **Audio-visual** materials, including story-books on CD, video-cassettes, DVD, CD-ROMS, etc;
- e) **Paraphernalia** such as games, puppets and toys.

- 4. A collection of adult materials on children's literature and reading, children's librarianship, child development and other aspects of the world of children.
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Board Motion number: 2009-03

Date of review: January 2011

The Cochrane Public Library Board will strive to ensure that all children have access to all children's material in the Library.

1. The library cannot withhold circulating materials from any patron, regardless of age.
2. All children shall have access to all children's materials in the system, with the exception of video cassettes and DVDs which will be circulated on an adult's card only.
3. It is the responsibility of the parent or guardian to make known to the child what, if any, material is not permitted to the child.
4. The signature of a parent or guardian is required before the library will issue a library card to a child under the age of 14.
5. By signing a Library Card Application Form for Membership on behalf of a child, the parent or guardian recognizes:
 - a) That a card will be issued to the child.
 - b) That the parent or guardian is responsible for any lost or damaged books and/or material acquired through the use of that library card.
 - c) That the child must obey all rules and regulations of the Cochrane Public Library.
6. All children attending school within the municipality of Cochrane shall have free access to all resources available at the Cochrane Public Library, conditional to all criteria outlined in this procedure.

Reference: The Ontario Public Libraries Act

Cochrane Public Library Board Circulation Policy CIR-02 (1) (2) (3)

Cochrane Public Library Board Children's Service Procedure CHILD-02

Child Services Procedure

Collection Maintenance & Organization

Board Motion number: 2009-03

Date of review: January 2011

Under the direction of the Board, the CEO shall be responsible for the maintenance and organization of a comprehensive children's collection.

Under the guidance of the CEO, the staff shall;

1. Maintenance

- a) Ensure the children's selection is well maintained and properly organized.
- b) Ensure material is examined regularly for currency, accuracy of information and physical condition.
- c) Remove outdated, tattered, and worn materials.
- d) Notify the CEO in writing of the titles of withdrawn material that is still relevant and popular requesting replacement copies be ordered.

2. Organization

- a) Material shall be separated by language, i.e. English, French, Cree, etc.
 - b) Material shall be separated by format, i.e. books, storybooks, DVDs, CD-ROMS, etc.
 - c) Fictional material shall be organized alphabetically by author.
 - d) Fictional material shall be separated into Easy Reading (Level), Junior Pictures (E), Juvenile (J) and Youth.
 - e) The spines of the books shall be marked by Level, E, J, or Youth as applicable.
 - f) Non-fiction material shall be organized according to the Dewey Decimal Classification System (DDC).
 - g) All materials in the children's collection will be listed in the Library's automated catalogue.
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Cochrane Public Library Board

CHILD-10

Child Services Procedure

Reference Service

Board Motion number: 2009-03

Date of review: January 2011

Under the direction of the Board, the CEO will ensure that reference and reader's advisory services are available for children.

1. Reference services shall comprise a major job component and responsibility for all staff.
 2. Under the guidance of the CEO, staff shall;
 - a) When required, conduct reference interviews with children to determine what they require.
 - b) Be patient and receptive to all questions asked by children.
 - c) Introduce children to the resources available in the library.
 - d) If required, assist and show the children how to access and use children's material.
 - e) Act as the children's reader advisor by directing children to books and materials they may want or need.
 3. Reference service and readers' advisory for children shall take into account the policies and procedures in place in the Library for adults.
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Child Services Procedure School liaison and curriculum support

Board Motion number: 2009-03

Date of review: January 2011

The Cochrane Public Library Board recognizes that school libraries hold primary responsibility for curriculum-related support material. The Cochrane Public Library Board shall endeavour to provide additional resources and will assist and co-operate with school staff when called upon.

Under the direction of the Board, the CEO shall;

1. Acquire a broad range of general information resources which may meet the demands of school projects, but is not the sole intent or their purchase.
 2. Shall endeavor to ensure that alternate sources of curriculum support are available such as pamphlet file material, local history information, reference books, internet access, inter-library loans and Knowledge Ontario in an effort to off-set the fact that the library does not acquire multiple copies of books and material.
 3. Ensure library staff gives necessary assistance to enable students to locate their required material, but will not conduct research for school projects.
 4. Ensure library staff informs local schools of forth coming child-oriented programmes and events.
 5. Ensure the library extends to the schools an open invitation to visit the library, on a class by class pre-arranged basis to become familiar with library resources and services.
 6. Ensures local school staff and students are informed of services and materials available at the library.
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Board Motion number: 2009-03

Date of review: January 2011

The Cochrane Public Library Board will ensure that there is a well-planned set of programmes for the children's library throughout the calendar year. Such programmes shall be conducted with the intent of bringing children and their parents into the library, promoting library services and fostering a love of reading.

Under the direction of the Board, the CEO shall;

1. Be responsible for developing children's programming
 2. Ensure children's programmes abide by all policies and procedures in place in the Library.
 3. Ensure children's programmes encompass a wide variety and include some of the following examples:
 - a) Pre-school literacy- based programmes.
 - b) Story times for different ages.
 - c) Summer reading activities
 - d) Class or club visits.
 - e) Videos and DVDs.
 - f) Library and reading clubs
 - g) Public Library Week activities
 - h) Cultural Awareness activities
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Cochrane Public Library Board

CHILD-13

Child Services Procedure

Children's Area

Board Motion number: 2009-03

Date of review: January 2011

The Cochrane Public Library Board will ensure that a well-planned children's area in the library is an invitation to young patrons to explore the library materials and services.

1. To determine the size of the children's area, the Library staff will consider the size of the population to be served, the size of the collection and the building design.
 2. The children's service area shall be distinct from the adult area. The area shall be flexible with regard to noise, and to respond to the requirements of both adults and children.
 3. Furnishings in the children's area will be sturdy, washable and of non toxic materials. All furnishings will be designed for children: the height of shelves, chairs, tables and catalogues will correspond to the height of children with consideration given to the disabled.
 4. Displays, posters and other decorative elements shall be used to define the children's area, to promote Library materials and programmes and to make the Library inviting. The children's area will be visually stimulating allowing children to readily distinguish their locale from the rest of the library.
 5. The children's area shall allow for access by strollers, baby carriages and wheelchairs.
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