

Category: Operational OP-13
Policy Name: **Children Services**
Date Approved: August 28, 2017

The Lake of Bays Township Public Library (the Library) recognizes that the needs of children are important in their own right: that their intellectual growth, their cultural appreciation and recreational activities should be fostered through quality library service, delivered with consideration and respect. This policy sets out the services to be offered for children and their caregivers in the library, and also sets out the responsibilities for the safety and supervision of children in the library.

The Library endeavours to provide this service based on principles stated in the Ontario Library Association's *Children's Rights in the Public Library*, 1998. See Appendix A.

Section 1: Services

1. Collections:

- a) The Branch Manager will ensure the maintenance and organization of a comprehensive collection of materials for and about children, based on the Collection Development Policy OP-04.
- b) The collections for children will meet best practice standards of quality and reflect the changing educational needs and personal interests of children.
- c) Collection development for children's materials will focus on, but not be limited to:
 - i) Canadian authors and content
 - ii) award-winning titles
 - iii) non-fiction material that complements the local school curriculum
 - iv) age-appropriate formats
 - v) diversity and inclusion
 - vi) developing foundational literacy skills
- d) Access to teen and adult materials will not be restricted by library staff but will be the responsibility of caregivers to determine suitability for their child.

2. Information Services and Readers Advisory

- a) Library staff will utilize the full range of library collections, technology and

resources to answer all users' requests for advice on selecting books and for information, regardless of age and without judgement, with confidentiality and respect.

- b) Library staff should engage in meaningful and age-appropriate conversation to better understand what each child wants and needs.
- c) Library staff will point out the variety of resources available in all areas of the library as appropriate.

3. Programs and Partnerships

- a) The library will provide programming for children and caregivers, both in and out of the library, to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning and lifelong use of the library.
- b) The library will provide educational, entertaining and literacy related programs and support for children, such as:
 - i. programs for parents/guardians, adults, caregivers that will educate them on the importance of early literacy, the role of the library in their children's lives, and the support the library can offer them.
 - ii. programs for classes, children's groups, etc., depending on age, that will emphasize early literacy and library orientation, and that encourages reading for leisure, or highlight various aspects of the collection.
 - iii. programs for summer, school breaks, and professional development days will be primarily literacy based and will highlight various aspects of the collection while encouraging reading for pleasure or leisure activities.
- c) The number of participants for all programs will be restricted based on size of the facility, fire department limits, staff capacity and resources, etc and may result in requirements to pre-register for a program.
- d) Some programs may limit the age and or the number of children.
- e) Collaborates with community individuals, groups and organizations to bring local content and expertise.

Section 2: Library Space

1. The library will provide a well-planned area for children that is distinct from the adult area with signage that is clear and age-appropriate.
2. This area should be visually stimulating so that children are able to readily distinguish their own space from the rest of the library.
3. These areas will have furniture, shelves and equipment that are designed for and accessible to all children.
4. The area for children is an interactive learning environment where controlled noise levels are tolerated and where young people are invited to explore the library materials and services in their own way.

Section 3: Staffing

1. The Library Board will support a program of ongoing staff training and professional development in services for children.
2. The branch managers will ensure that staff members receive appropriate training to provide knowledgeable library service to children to the extent possible.
3. The library staff will advocate for children's services in the community when the opportunity arises by:
 - a) collaborating with agencies to promote early literacy, love of reading, lifelong learning, and children's well-being
 - b) seeking support for children's services from community organizations, fundraising , donations, etc.
 - c) networking with other agencies who provide service to children in the community, region and province
 - d) communicating with educators in the community
 - e) promoting the children's services and collections to groups who could benefit from them (schools, daycares, etc.)

4. While library staff will assist children with finding materials, using the Internet or attending programs, caregivers are responsible for their children's use of the library and suitability of materials borrowed.

Section 4: Safety of Children in the Library

The Library recognizes that children of all ages have a right to a welcoming, respectful, supportive, and safe environment when they visit the library. As a public facility, the library does not monitor the activities of its patrons unless there is a problem with conduct as outlined in OP-05 *Code of Conduct for Sharing Library Space*, or a child is left unattended as outlined in OP-13 *Children in the Library*.

1. Responsibilities of the Parent or Caregiver

- a) Responsibility for the welfare and the behaviour of children using the library ultimately rests with the parent/guardian or an assigned caregiver.
- b) The library is guided by the terms in the *Ontario Child, Youth and Family Services Act* (CYFSA) with regards to unattended children.
 - Section 136 (3) “**Leaving child unattended** (3) No person having charge of a child younger than 16 shall leave the child without making provision for the child's supervision and care that is reasonable in the circumstances.”

This legislation does not specify an age at which a child can be left alone, rather the legislation sets out to protect young people from any type of abuse or neglect and requires that all parents and caregivers must make reasonable plans (which vary according to a child's age, maturity and a circumstances) for the supervision of young people under 16 in their care.

- c) To this end, the library expects parents, caregivers and teachers to:
 - i) not leave children under 16, requiring supervision, to be unattended in or about library premises.
 - ii) monitor the use of services by children under their care.
 - iii) be responsible for the appropriate behaviour of children under their care.

d) In the library:

- i) Children ages ten and over are welcome to use the library independently on a regular basis, but parents or caregivers are still responsible for the behaviour of any children to 16 while they are in the Library.
- ii) Children younger than 10 should be accompanied by an adult while in the Library.

2. **Responsibility of Staff**

a) Library staff will be guided by this policy in situations where:

- i) an unattended child is found frightened or crying in the library.
- ii) an unattended child is perceived to be endangering themselves or others.
- iii) another person in the library poses a perceived threat to an unattended child.
- iv) an unattended child exhibits specific inappropriate behaviour.
- v) an unattended child is not met by a responsible caregiver at closing time.
- vi) a child is consistently left on their own in the library for long periods of time.

b) Where a responsible adult cannot be contacted, library staff will:

- i) not leave a child unattended at closing time.
- ii) not give the child a ride home.
- iii) contact local police or Children's Aid Society (CAS).
- iv) remain with the child until the proper authorities can take the child into their protection.

3. **Duty to Report**

- a) The Child, Youth and Family Services Act (CYFSA) (Section 125) recognizes that each of us has a responsibility for the welfare of children. It clearly states that members of the public, including professionals who work with children,

have a **legislated** obligation to report promptly to the Children’s Aid Society (CAS) if they suspect that a child or youth under the age of 16 is, or may be, in need of protection. The CYFSA defines the phrase “child in need of protection” as including physical, sexual, and emotional abuse, neglect, and risk of harm.

- b) Library staff who are concerned that a 16-or-17-year old is, or may be, in need of protection **may** make a report to Children’s Aid Society (CAS) and the CAS is required to assess the reported information.
- c) When library staff members have reasonable grounds to suspect that a child is, or may be, in need of protection, they will advise their Branch Manager, who will inform the Library CEO, and together they will promptly report the suspicion and the information upon which it is based to the local CAS, as required in CYFSA s. 136 (1).

Related Documents

OP-05 Code of Conduct for Sharing Library Space

OP-04 Collection Development

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	August 28, 2017
Last Review/Revision	February 27, 2024
Year of Next Review	2028

Appendix A – Ontario Library Association - Position on Children's Rights in the Public Library

Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials available to other users.
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. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will 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.
9. Library policies written to include the needs of the child.

Adopted at the Ontario Library Association
Annual General Meeting
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Posted at http://accessola2.com/data/1/rec_docs/380_ola3.pdf