

  Hillsboro City Library

 **Public Notice Safety Policies**

**Children’s Programs**

**Programs**

The library offers the following programs Babies Laptime (birth-24 months), Toddlers and Preschoolers (24 months – 5 years), Kids (5-0 years/K-4 GR), DIY Teens (10-16 years /5-9 GR) and adults (18 and up).

Participants in our programs are more than welcome to bring a friend, sibling, or relative. The library will not turn down a child wanting to join any program due to age, sex, race, or religion, but instead recommends appropriate programs for different ages.

**Do I Need to Have a Library Card?**

No. Those wanting to participate do NOT need to have a library card, except when programs numbers are limited (due to number of computers or cost of materials). In this event, an announcement will be made on the website and in the paper and a sign-up will be available to card holders or programs may be repeated if there is a high demand.

**Program Safety Requirements**

Sign in and Sign Out

For safety reasons, if you are not staying with your child during the program, we ask that you sign your child in and out of the program with the time, your signature and a phone contact (in preparation for an emergency situation, inclement weather or incident). You can also give us your email but it is not required.

Pick-Up

To protect the child, if someone else is picking up your child (besides the legal parent or guardian), we need a letter or email with written consent of the person’s name and their relationship to the child. That person will be required to show a picture ID in order to pick up the child. We will not release the child to an unknown adult if they do not have identification or a letter of written consent from you (the parent or guardian).

**Unattended Children**

Ultimately, the library is NOT responsible for unattended children. The parent/guardian is responsible for his/her children. The library cannot assume responsibility for a child’s safety or behavior when they are unattended.

Unattended Continued...

Children 8 years of age and under always need to be accompanied by an adult in the library, *even at programs*.

If your child is age 9 or older your child may be dropped off for library programs during sanctioned events, but the parent or guardian assumes all responsibility for picking up their child on time at the end of the event.

**Inappropriate Behavior**

Because it is a privilege to participate in library programs, any child unattended with misbehavior will be redirected and given a warning by the program host or library director. If the behavior continues, the child will be taken to the rocking chair or a safe area to calm down.

If the same child is unattended during another program and repeat behavior is observed, the library reserves the right to ask the parent to attend all future programs with the child, or remove the child from the program in extreme cases.

**Donations**

The library accepts donations of materials for programs. A list of requested materials for programs can be found on the library’s website, email at hillsborocitylibrary@gmail.com or contact the library at (217) 532-3055 for a wish list of materials. The Library director and the library staff has the right to turn down donations if they are in poor condition or if the materials are not necessary.

**Volunteers**

The library is more than happy to have family members, parents, caregivers, or teachers volunteer to help with our programs. However, to ensure the safety of children, and protect them from harm the library asks that you fill out an application form and complete a background check.

**Evaluation**

The library board will be responsible for evaluating this policy every 2-3 years.

**Date:** Proposed 8/15/17

**Amended:** 9/5/17

**Adopted:** 9/5/17