



**The City of Kawartha Lakes  
Public Library**

Policy Number: LIB2024-03

<b>Policy Name: Children's Services</b>
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Resolution #:	LIB2024-03	Date:	26 April 2004
Review Cycle:	Once per term	Adoption Date:	06 May 2004
		Effective:	06 May 2004
		Last Reviewed Date:	07 March 2024

**POLICY STATEMENT AND RATIONALE:**

The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting the provision of children's services in the Library.

**SCOPE:**

This policy shall apply to the City of Kawartha Lakes Public Library and all of its branches.

**DEFINITIONS:**

In reading and interpreting this policy, the following definitions shall apply:

"Branches" means a library branch of the City of Kawartha Lakes Public Library;

"CEO" means the Chief Executive Officer of the City of Kawartha Lakes Public Library;

"Child" means a person under the age of 16 years;

"Children's Services" means library services and resources offered to children;

"City" means the Corporation of the City of Kawartha Lakes;

"Library" means the City of Kawartha Lakes Public Library;

"Library Board" means the City of Kawartha Lakes Public Library Board;

"Library Staff" means all staff employed by the City of Kawartha Lakes Public Library.

## **POLICY, PROCEDURE AND IMPLEMENTATION:**

### **1.0 Responsibility**

- 1.1 The CEO is responsible for implementing the appropriate procedures in order to ensure that library staff understand and adhere to the intent of the policy.

### **2.0 Objectives**

- 2.1 It is the policy of the Library to provide a pleasant and inviting atmosphere for children by:
  - 2.1.1 Assigning an area specifically designated for children;
  - 2.1.2 Having furniture, equipment and shelves that are designed for and accessible to children;
  - 2.1.3 Ensuring that signs are clear and legible for children;

### **3.0 Access to the Collection**

- 3.1 The Library endorses the Ontario Library Association's position on *Children's Rights in the Public Library*. As such, children using the Library have equal access to the full range of services and materials available to other customers.
- 3.2 The Library cannot assume parental responsibility. Parents or legal guardians have the sole right and responsibility of supervising their children's choices and uses of library materials.
- 3.3 The use of public computer workstations in library branches by children is governed by the ***Library's Public Internet, Computer Access and Access to the Public Wireless Policy***.

### **4.0 Programming**

- 4.1 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.

- 4.2 The library will provide educational, entertaining, and literacy related programs and support for children, such as:
- i. programs for parents/guardians, adults, and 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, daycares, etc., depending on age, that will emphasize early literacy and library orientation, and that encourage reading for leisure, or highlight various aspects of the collection.

## **5.0 Community Outreach**

- 5.1 The Library liaises and communicates with other community groups and organizations devoted to serving the needs of children. The Library encourages schools and community groups in the use of the Library and its resources.

## **6.0 Responsibility of Parents or Guardians**

- 6.1 The Library liaises and communicates with other community groups and organizations devoted to serving the needs of children. The Library encourages schools and community groups in the use of the Library and its resources.

6.1.1 To monitor the use of services and collections by their children;

6.1.2 To be responsible for all borrowed materials and fines incurred by their children;

6.1.3 Not to leave children requiring supervision unattended in the Library.

### Related Documents

**Ontario Library Association's Position on Children's Rights in the Public Library (following)**

**Kawartha Lakes Public Library - Safety and Conduct of Children in the Library Policy (draft for review following)**

**Kawartha Lakes Public Library - Public Internet, Computer Access and Access to the Public Wireless Policy**

## **Ontario Library Association's Position on Children's Rights in the Public Library**

Adopted at the Ontario Library Association Annual General Meeting, November 1998

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.