

Texas Woman's University

Library Policy Manual

Policy Name:	Child-Friendly Study Room Policy (Dallas)
Last Library Review:	April 2020
Next Library Review:	April 2021

Purpose: The purpose of this policy is to outline the guidelines for use of the Texas Woman's University Libraries' Child-Friendly Study Room at the Dallas campus. The area is designed to provide an environment for study that is welcoming to students and their children.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

Definitions: For the purpose of this policy

TWU users – All TWU students, faculty, and staff

Policy:

- The Child-Friendly Study Room provides stimulating activities and materials for children in a secluded area where parents can study and be near their children.
- The room is available to TWU users and may be reserved up to 2 weeks in advance.
- Reservations are made online and will take precedence over walk-in users. If the reserving user has not arrived within the first 15 minutes of their reservation time, the room reservation is forfeited.
- Noise should be kept to a minimum to avoid disturbing other library users (the room is not soundproof).
- Food and drink (in appropriate containers with lids) are allowed in the room.
- Users must dispose of waste properly and leave no residue from food and drink.
- If there is a spill, immediately notify staff at the Information Desk.
- The TWU Libraries have provided an assortment of books, toys, and activities for children to use; these items must be used and left in the study room upon departure.
- Disinfecting wipes are provided to sanitize the toys before and after use.
- The Library is not responsible for any items left in the room.
- Parents are responsible for any damages to the study space.
- Children under the age of 15 should not be left unsupervised. If a child is unattended, Library staff will notify the TWU Department of Public Safety and Student Life Offices.
- All applicable TWU policies must be followed while using Library space.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 04-18-2019