

Texas Woman's University

Library Policy Manual

Policy Name:	Child-Friendly Study Room Policy (Dallas)
Last Library Review:	December 2022
Next Library Review:	December 2023

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 Library. 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 space is designed for parents with children so usage priority is given to them.**
- The room is available to TWU users when not being used by parents with children. Keep in mind that you may be asked to leave if the room is needed for parents. Library staff will work with you, if displaced, to find another suitable study area.
- Reservations are not required for use of this space.
- 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.
- 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 room must be returned to the condition it was in prior to its usage.
- 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; rev. 07-20-2021; rev. 12-20-2022;