

# Texas Woman's University

## Library Policy Manual

<b>Policy Name:</b>	<b>Children/Minors in the TWU Libraries</b>
<b>Last Library Review:</b>	<b>June 2022</b>
<b>Next Library Review:</b>	<b>June 2023</b>

**Purpose:** The purpose of this policy is to provide guidelines for children when visiting the Texas Woman's University Libraries.

**Definitions: For the purpose of this policy**

**Children/Minor** – anyone under the age of 15 who is not a student at TWU

**Caregiver** – an adult with the responsibility of caring for children/minors

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

**Policy:**

The TWU Libraries endeavor to provide a welcoming, pleasant, and safe environment for library users of all ages. However, parents are responsible for the well-being of their minor children who are visiting the Libraries or using library services. The Libraries assume no responsibility for the safety and supervision of children left unattended on the premises. The library staff is not legally authorized to act in place of parents. Staff members are responsible for assisting all library users and cannot adequately monitor unattended children.

**Library Guidelines**

- The Libraries are primarily a place for research and study. Parents or other adult caregivers are responsible for all activities and behavior of their children while they are in the Libraries. There are occasions when it is necessary to address behavioral issues. Staff will attempt to notify the parent/caregiver of the disruptive behavior. If the disruption continues, library staff may ask the adult to remove the child from the library. If a parent or appropriate caregiver cannot be located, the Libraries staff may notify the TWU Department of Public Safety as appropriate.
- Children under the age of 15 are held to the same Code of Conduct as TWU students.
- Parents/caregivers are responsible for any damage to TWU property incurred by their minor children.
- The TWU Libraries are an adult academic facility and as such practices academic freedom of information including unfiltered and unmonitored access to the Internet. Access to or use of the Internet by minor children is solely the responsibility of the parent/caregiver.
- In the event that a child is ill or injured in the Libraries, staff will react quickly, safely, and appropriately at all times to assist in contacting emergency medical personnel (9-1-1).
- If a child under the age of 15 is left without any adult supervision and the library is closing, staff will notify the TWU Department of Public Safety as appropriate.
- Exceptions will be made for youth participating in library or university sponsored programs and activities.

- Leaving unattended children in a TWU building is a violation of the Student Code of Conduct.

The Blagg-Huey Library has a children's area near the collection. It consists of small tables, chairs, and stools and adult-size couches and chairs. It is located close to computers so parents can work while watching their children.

The Dallas Center Library has a Child-Friendly Room that contains books and educational toys for the children to use while the parents study.

**Review:**

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