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## Children in the Poynter Library (June 2014) : NPML Guideline--015

Nelson Poynter Memorial Library.

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## NPML GUIDELINE-015

**Subject:** Children in the Poynter Library

**Functional Area:** *Administration*

**Date of Origin:** 2014-05-19      **Date Last Reviewed:** 2014-06-10

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### I. INTRODUCTION (Purpose and Intent)

While the Poynter Library is not a public library, members of the general public, including children, are welcome to use the facilities and collections, as long as they abide by Library and University codes of conduct. The Nelson Poynter Memorial Library's primary mission is to serve the students, faculty, and staff of USF St. Petersburg and the USF System and to provide access to the materials that they need for their research and study. Because the Poynter Library primarily serves an adult population in a university environment, it does not filter websites nor censor exhibits or collections. Although the library houses a collection of children's books and media, the collection was created and is maintained to support the teaching, learning, and research of the faculty and students in the College of Education.

### II. STATEMENT OF POLICY

This guideline applies only to minor children who are not registered students at any USF System institution. Registered USF students of any age may take full advantage of the Library's facilities and services and must abide by the Library's Code of Conduct and all University and USF System policies and regulations. Any individuals whose behavior is disruptive or dangerous will be asked to leave the library. University Police may be notified in cases of persistent disruptive conduct and/or theft of or damage to library property.

Children under the age of eighteen are permitted in the Poynter Library. Children under the age of fourteen must be under the direct supervision of their parent or an adult guardian at all times. Even though children between age fourteen and eighteen may remain in the library without being under the direct supervision of an adult as long as they abide by the Library's Code of Conduct, parents or adult guardians are responsible at all times for the behavior of all children under age eighteen who enter the Poynter Library.

The safety and behavior of children is the responsibility of their parents or adult chaperones at all times. Library staff are **not** available to supervise the conduct or monitor the access to information of children. If a child under fourteen is left unattended in the library and a parent or caregiver (eighteen years old or older) cannot be located, a library staff member or library security officer will call the University Police.

The Poynter Library provides access to materials and web sites that some parents may find inappropriate for children. It is the parent's or guardian's responsibility to monitor their child's use of library resources or to remove their children if they are uncomfortable.

Children under the age of eighteen are welcome in the Poynter Library under the following conditions:

1. Children under the age of 14 must be accompanied at all times by an adult age 18 or older who will be responsible for their actions.
2. Young adults aged 14 or over (ID may be required) may use the library unsupervised as long as their conduct does not interfere with the primary mission of the library.
3. Children of USF faculty and staff aged 14 or over and students at certain educational institutions may obtain ID cards and check out library materials in accordance with USF St. Petersburg ID card and library circulation regulations and procedures.
4. Schools or educational non-profit institutions who wish to bring groups of students to tour or use the library must arrange such visits in advance with the Head of Library Research and Instruction. Permission for groups of children to enter the library is not automatically granted and may be denied at the discretion of library staff.
5. If supervising adults believe that some materials in the library should not be seen by the children under their supervision, they should remove the children and take them to an age-appropriate school or public library. The Library will not alter its displays or collections to accommodate young children.
6. USF St. Petersburg and USF System students, faculty, and staff have priority access to library computers, reference assistance, and library materials. Visitors of any age may be asked to step aside in favor of a member of the USF community.

**Authorized by:**

**Dean of Library**

**Library Leadership Team**