

MARY AND JOHN GRAY LIBRARY

MANUAL OF POLICIES AND PROCEDURES

I. POLICY: CHILDREN IN THE LIBRARY

The Mary & John Gray library provides an environment intended for academic research and in support of the university's curriculum. The library is a minimally supervised adult environment in which users are expected to make their own decisions about the information they utilize. It is expected that those who use the library will do so responsibly and in consideration of others' research and learning needs.

It is the policy of the Mary & John Gray Library that:

- Children who are not enrolled in Lamar University or Lamar Institute of Technology must be accompanied by a caregiver at all time while in the library.
- Children may not use the library's computers without direct and immediate supervision of the caregiver.
- Both the caregivers and any children are required to abide by Lamar University's Appropriate Use Policy and The Mary & John Gray Library's Internet Use Policy Guidelines when utilizing campus computer's and/or networks
- Since the Mary & John Gray Library is an academic research library much of the Internet access is unfiltered. The caregiver is responsible for any content accessed by children in their care while in the library.
- The safety and behavior of children is the full responsibility of the accompanying caregiver when on library premises.
- Library staff may ask users and their children to leave if they are causing a disturbance to other users. The accompanying caregiver must be prepared to leave the library.

Responsibilities of Library Staff

- Library staff and faculty cannot oversee unescorted or unsupervised children, nor be responsible for their safety.
- The library is not responsible for any materials viewed by children in either print or electronic format.
- If an unescorted child comes to the attention of Library personnel, staff will evaluate the situation and try to contact a parent or caregiver at the library.
- If the adult responsible for the child's welfare is not present, a staff member will contact the Campus Police to report the situation and seek assistance.

Failure to abide by these policies will result in children being asked to leave the library.

Exceptions may be made for children who are participating in university sponsored activities and these children must always have relevant university identification with them.

II. PURPOSE AND SCOPE

- A. The policy's purpose is to provide guidance to caregivers and library personnel regarding the presence of children in the library. This policy is created for maintaining an appropriate environment for all Lamar University and Lamar Institute of Technology students, faculty and staff ensuring an atmosphere conducive to academic research.

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III. DEFINITIONS

- A. Children: A person age 16 or younger who is currently not enrolled at either Lamar University or Lamar Institute of Technology
- B. Caregiver: An individual aged 18 or older who has been given the authority and responsibility to care for a child by that child's parent or legal guardian.

IV. POLICY ROLES AND RESPONSIBILITIES

- A. The following units are responsible for enforcing this policy:
 - 1. The Circulation and Reserves Department at 409-880-7257

V. PROCEDURES

- A. The policy must be reviewed by the Dean's Administrative Group and approved by the Dean.

VI. ADDITIONAL SECTION(S)

- A. N/A

VII. REFERENCES

- A. No References Needed

VIII. REVIEW AND RESPONSIBILITY

Responsibility Parties: Head of Circulation and Reserves Department, Head of Reference Department; Reviewed by Dean's Administrative Group

Review Schedule: Every 5 year(s) on or before August 1st

IX. APPROVAL

| | |
|------------------|------------------------------------|
| /Signed/ | 03-30-2021 |
| DEAN'S SIGNATURE | DATE |
| Arne Almquist | Dean of Mary and John Gray Library |
| PRINT NAME | TITLE |

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REVISION LOG

| REVISION NUMBER | DATE | DESCRIPTION OF ALL CHANGES |
|------------------------|-------------|---|
| 1 | 08/2007 | Initial version created. |
| | 08/2007 | Initial version approved by the Library Director |
| 2 | 11/24/2020 | Policy was revised to clarify responsibilities and update language. |
| 3 | 12/8/2020 | The following changes were made: <u>Fixed Typos;</u> <u>Eliminated line on unaccompanied children in general policy section as it was covered in library responsibilities section.</u> |
| | 03/30/2021 | Policy was approved by the Dean. |

[*Date format is month/day/year]

APPENDICES

[Insert appendices, if needed]