

City of Pacific Grove, California  
City Council Policy

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Children's Services	200-6(F)	February 7, 1996	1 of 2

**PURPOSE:** As a division of the Pacific Grove Public Library, a department of the City of Pacific Grove, the Children's Department serves a specific clientele with unique needs. This policy addresses the areas of service which the Library will provide to this clientele.

**MISSION STATEMENT:** The goal of the Pacific Grove Library Children's Department is to provide young people aged 0-18 and those who work with them (parents, teachers, etc.) with both print and non-print materials of informational, educational and recreational interest. The Library will provide reference service to answer the needs of these patrons. Programs of interest to young people will be provided throughout the year.

**MATERIALS SELECTION:** The Children's Department adheres to the Library's selection policy and the Library Bill of Rights (City Policy 200-6 [B]). The Library does not monitor or restrict children's access to materials of any kind. Any restriction of a child's access to materials is the responsibility of the parent or guardian.

**REFERENCE:** The Children's Department adheres to the Library's Reference Policy (City Policy 200-6 [C]). Librarians will assist young people with homework, but are not responsible for the completion or accuracy of an assignment. Young people needing assistance with school assignments are asked to come to the Library in person, rather than ask their questions by phone. With regards to all patrons, but especially to young people, the Library endeavors to teach patrons how to use the resources in the Library to help themselves.

**PROGRAMS:** The Children's Department attempts to provide programs throughout the year for young people of all ages, as time, space and staffing allow. These programs include:

1. Weekly storytime for ages 2-8.
2. The Junior Friends of the Library Club.
3. A minimum of 3 special programs per year for different age groups.
4. Summer reading program for ages 2-13.
5. School visits involving young people aged 2-18.

Classes are invited to visit the Library, by appointment. The Children's Librarian is available by appointment to visit classes at schools for storytelling, book talks, etc., as time permits. Teachers wishing to bring classes to regularly scheduled programs, such as Storytime, must first talk with the Children's Librarian.

**CHILDREN'S ROOM:**

**USE:** The Children's Room is for the use and enjoyment of young people, their parents and all those using the materials in the Children's Room. Adults with unrelated business are asked to use other areas of the Library. When programs are in session in the Children's Room, patrons are asked to look for materials without disrupting the program.

An attempt is made to maintain order in the Children's Room. Running, jumping and vigorous play are not safe activities to those participating or to others in the Room. Disruptive or disturbing activity will be cause for action: a warning to maintain order, separation of parties and/or removal from the Library.

UNACCOMPANIED CHILDREN: Children age 7 and under should be accompanied by a responsible adult at all times while in the Library. The Library is not responsible for unattended children. If children under the age of 12 are left unattended at closing, staff must call local law enforcement to pick up the child.

DISPLAY OF MATERIALS: The bulletin boards in the Children's Room are available for public announcements which meet the criteria of City Policy 200-6 (G) or for Library exhibits. Library exhibits will be developed by or with the Children's Librarian, in keeping with the Library Bill of Rights.

COMPUTER USE: The Apple IIe computer is primarily for the use of young people aged 2-18. The computer is available for use on a limited basis; computer hours and appointments are at the discretion of the Children's Librarian. Young people demonstrating basic computer knowledge, verified by the Children's Librarian, may use the computer when the Children's Librarian is not available, at the Library's convenience. Children age 8 and under must be accompanied by an adult while using the computer.

GIFT POLICY: The Children's Department welcomes the donation of print and non-print materials, as well as display items such as dolls and toys, but is not able to accept all such materials offered due to the limitations of space and number of personnel available for the storage and maintenance of such materials. The Children's Department adheres to City Policy 200-6 (I) regarding acceptance of gifts of print and non-print materials.

APPROVED: February 7, 1996

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