



Library Policy for Young People

Adoption Date:	19 March 2019 by Approval of the General Manager
Last Reviewed:	19 March 2019
Next Review Date:	19 March 2021
Division/Department:	Community Services/ Woollahra Libraries
Responsible Officer:	Manager – Woollahra Libraries
HPE CM Record Number:	18/148830

1 Policy Statement

This policy provides young people and their parents/carers with a clear understanding of the scope of services provided by Woollahra libraries for children and young people.

2 Application

Woollahra Libraries is committed to serving the information and recreation needs of young people. The library strives to provide a welcoming environment and provide targeted resources and programs to meet the needs of children and young people. Children under the age of 10 are required to be under the supervision of a carer over the age of 16.

3 Definitions

Term	Meaning
Woollahra Libraries	Woollahra Library at Double Bay, Paddington Library and Watsons Bay Library
Young People	The term 'young people' comprises both children and young adults.
Children	The term 'children' is understood to refer to children aged from birth to twelve years inclusive.
Young Adult	The term 'young adult' is understood to refer to young people aged from thirteen to eighteen years inclusive.

4 Community Strategic Plan, Delivery Program and Operation Plan

This Policy relates to Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2030 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

Theme: Community well-being
 Goals: 1 A connected, engaged and harmonious community
 Strategy: 1.1 Provide and facilitate a range of community projects, programs and events
 Priority: 1.1.2 Provide programs and activities for families, children and young people

Theme: Community leadership and participation
 Goals: 11 A well-managed Council
 Strategy: 11.2 Develop and maintain effective reporting systems that enable Council to measure and report on performance.
 Priority: 11.2.2 Ensure council maintains a strong governance framework by continually reviewing Council policies and procedures for adequacy and currency.

5 Relevant Legislation

Library Regulation 2010 (NSW).

Children and Young Persons (Care and Protection) Act 1998 (NSW)

6 Service Statement

Library staff welcomes all young people to all service points of Woollahra Libraries and are happy to assist them in the use of resources and services.

Staff strive to create an atmosphere that is comfortable and enjoyable for all customers. We are committed to serving the needs of young people through targeted resources and programs.

Young persons are potentially the future adult customers of public libraries. We acknowledge the importance of providing young customers a positive library experience.

Woollahra Libraries provides the following resources and services for young people:

- Fiction, non-fiction and recreational books (hard and soft formats)
- Magazines
- Audio Visual formats from CDs, DVDs
- Internet/PC access
- Online homework help assistance
- A range of events and programs
- Weekly programs including Story time, Rhyme time and Baby time.
- Assistance from specialist and general staff in accessing collections and information

7 Parental Responsibility Statement

The library has no censorship role in its choice of library resources that form part of the collections. See the Library Collection Development policy for further details.

Parents/carers are responsible for supervising their child's selection and use of library resources. The library encourages parents/carers to set their own family rules in consultation with their child.

Woollahra Libraries exercises no limitation on access to publications classified Unrestricted under the Classification (Publications, Films and Computer Games) Act 1995 [Commonwealth]. General library collections comprising items classified unrestricted are available to all library customers, including young people. There are loan restrictions placed on collections rated MA or above.

The Library promotes and supports public access to information. Library staff are available to assist customers in the use of electronic resources including the Internet.

Parents/carers are responsible for their child's use of the Internet and computers, in line with the Library's Computer and Internet Usage policy.

8 Unattended Children

Unsupervised children can be at risk in any public place, including public libraries.

Library staff do not supervise children in the library, so there is a risk that unattended children may leave the library at any time, hurt themselves, or be approached by strangers. Children aged 10 years or under are to be kept within sight by a reasonable person, parent, carer or older sibling aged 16+, at all times.

Libraries are busy public places, open to all, and staff cannot judge which members of the public present a possible danger to children. In addition, the library does not have the facilities to attend to children who are sick, injured or hungry.

Parents who leave a child unattended in a public library are exposing their child to potential harm, and may be committing an offence under s. 228 of the Children and Young Persons (Care and Protection) Act 1998 (NSW). They may be reported to the Department of Family and Community Services.

Young children left alone in a library can become distressed, bored or disruptive. Customers who disturb other library users may be removed from the library under clause 17 of the Library Regulation 2010 (NSW).

9 Access to Food & Beverages

Woollahra Libraries realises the various issues associated with serving food and beverages to children. Library staff will endeavour to provide a safe environment for young people who visit the library.

Food may be provided at certain special children's events held throughout the year.

In situations where food will be served, Library staff will ensure that all parents and carers are notified of the serving of food in advance. Wherever possible food will be individually wrapped or provided by professional catering staff or prepared by staff according to Safe Food Handling Guidelines.

It remains the responsibility of the parent/carers to supervise their child, especially in relation to food allergies, during these times.

10 Related Policies and Procedures

	HPECM Reference
Library Collection Development Policy	18/148952
Library Computer and Internet Usage Policy	18/123627

This Policy will be reviewed every two years or as required in the event of legislative changes. This Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy.

Any amendment to this Policy must be by way of the approval of the General Manager.

Policy Amendments

Date	Responsible Officer	Description