

Oliver Paipoonge Public Library	
Category: Operational	Policy number: OP - 08
Policy Title: Children and Young Adults in the Library	Initial Policy Approval Date: 09/29/21
	Last Review/Revision Date:
	Year of Next Review: 2026

The Library recognizes that the needs of children and young people are important in their own right: that their intellectual growth, their cultural appreciation and recreational activities should be fostered through quality Library service, delivered with consideration and respect. This policy sets out the services to be offered for children and young adults in the Library, and also sets out responsibility relating to safety, truancy and missing children.

Services

1. Collections

- a. The CEO will ensure the maintenance and organization of a comprehensive children’s/young adult collection based on the Collection Development Policy OP-04.
- b. The collection will meet high standards of quality and reflect the changing educational needs and personal interests of children and teens as well as trends in society.
- c. The staff will develop profiles of the collections to define the scope and to address the issues of:
 - i. Canadian authors and content
 - ii. award-winning titles
 - iii. non-fiction material that complement the local school curriculum
 - iv. age appropriate formats

2. Reference and Readers Advisory

- a. The qualified employees will utilize the full range of collections, technology and methods to answer all users’ requests for advice on selecting books and for information, regardless of age and without judgment, with confidentiality and respect.
- b. Employees should conduct interviews to better understand what each child’s/young adult wants and needs.
- c. Employees will point out the variety of resources available in all areas of the Library as appropriate.

Oliver Paipoonge Public Library

3. Programs

- a. The Library will provide programming for children/young adults, both in and out of the library, to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning, tapping into their skills and potential and use of the Library.
- b. The Library will provide educational, entertaining and literature related programs and support for children/young adults, such as programs for summer, school breaks and professional development days that will promote and encourage use of the Library's services.
- c. The employees will actively involve children/young adults in planning and implementing programs for this age group.
- d. The number of participants for all programs will be restricted based on size of the facility, fire department limits, staff supervision available, etc.; this will be enforced by the programmer in charge.

4. Library Space

- a. The Library will provide a well-planned area for children/young adults that are distinct from the adult area.
- b. The Library will utilize the space available to create an area will have furniture, shelves and equipment that are designed for teens/young adults and which are fully accessible.
- c. The Library will ensure that signage is clear and age appropriate.

5. Staffing

- a. The Board will support a program of ongoing employee training and professional development in services for children/young adults.
- b. The CEO will ensure that all employees assigned to children/young adult' services receive appropriate training to provide knowledgeable Library service.
- c. The employees will advocate for children/young adult services in the community by:
 - i. Collaborating with agencies to promote love of reading, life long learning and health and well-being.
 - ii. Seeking support for children's/young adult services from community organizations, fundraising, donations, etc.
 - iii. Networking with other agencies who provide service to children's/young adult services in the community, region and province.
 - iv. Communicating with principals, teacher librarians and teachers in the community.

Oliver Paipooonge Public Library

- v. Promoting the services and collections to groups who could benefit from them (schools, etc.).

Safety in the Library

The employees recognize that people of all ages have a right to a welcoming, respectful, supportive and safe environment when they visit the Library. As a public facility, the Library does not monitor the activities of its patrons unless there is a problem with conduct as outlined in OP-03 Rules of Conduct, or a child is left alone as outlined in OP-08 Children and Young Adults in the Library. There are two specific situations which require specific guidance:

- a. **Truancy** – If a school-age child is noticed to be spending considerable time in the Library during the school day, employees may check with the individual and ask that a parent confirm with the Library that he/she is aware of the children’s whereabouts. This applies to those up to the age of 16.
- b. **Missing Persons** - Employees will not give information to any person over the telephone as to whether a person is currently in the Library or has been in the Library recently. Employees may offer to take a message and ask the child to call the person back. In the case of a missing person, employees will share information with the law enforcement agency requesting specific personal information.
- c. **Duty to Report**
 - i. The *Child, Youth and Family Services Act* (Section 125) recognizes that each of us has a responsibility for the welfare of children. It clearly states that members of the public, including professionals who work with children, have **a legislated** obligation to report promptly to the Children’s Aid Society (CAS) if they suspect that a child or youth under the age of 16 is, or may be, in need of protection. The CYFSA defines the phrase "child in need of protection" as including physical, sexual and emotional abuse, neglect, and risk of harm.
 - ii. Employees who are concerned that a 16-or 17-year old is, or may be, in need of protection **may** make a report to Children’s Aid Society (CAS) and the CAS is required to assess the reported information.
 - iii. When employees have reasonable grounds to suspect that a child or youth is, or may be, in need of protection, they will advise the CEO and together they will promptly report the suspicion and the information upon which it is based to the local CAS, as required in CYFSA s.136 (1).