

PORTAGE DISTRICT LIBRARY

Juvenile Patron Policy

The Portage District Library encourages visits by children to the library, and it is our desire to make these visits both memorable and enjoyable. Parents are responsible for their children and their children's behavior in the library whether or not the parents accompany their children to the library.

Recognizing that the library's purpose is best served in a safe and non-disruptive atmosphere, the following procedures will be enforced:

Procedures for Children Under 7 Years Old:

1. Children under the age of 7 yrs. old must be accompanied by a parent or other responsible person in the library at all times.

Procedures for Children 7 years Old and Over:

If a parent or other responsible person is needed for children 7 yrs. old and over, then the following steps will be taken:

1. The library staff will determine if the parent or other responsible person is in the library.
2. If the parent or other responsible person is not found in the library, the library staff will attempt to contact the parent or other responsible person.
3. If the parent or other responsible person cannot be contacted, then the Portage Police Department will be called.
4. If a child, age 15 and younger, is found unaccompanied by a parent or other responsible person in the library at closing time, two library staff members will remain with the child and attempt to telephone the parent. If the parent or other responsible person cannot be reached, then the Portage Police Department will be called. The child will be asked to wait in the lobby of the building, and the two library staff members will remain within the building proper until the Portage Police personnel arrive.

Procedures for Disruptive Children

(Please refer to the Disruptive Patron Policy)

1. Children who are being disruptive will be asked by library staff to correct their behavior.
2. If the disruptive behavior continues, a library staff member will attempt to locate a parent or other responsible person within the library and inform them that the children are engaging in disruptive behavior and disturbing others.
3. Assuming a parent or other responsible person has been located within the library but refuses or is unable to control the children, then the family will be asked to leave the library.
4. If a parent or other responsible person cannot be located within the library, and the disruptive behavior continues, the children may either be asked to leave, or procedures for children 7 yrs. old and over will be followed.