

Children's Conduct in the Library (for Parents/Educators):

Stay close to your children 8 years old and under

Use soft voices so others can work

Walk slowly (with your shoes on)

If you feel like running or making noise, consider an outside break.

Books on the shelves are for reading...just a few at a time.

Ask a librarian for supplementary materials and return them when done

General Programming Policy:

The Annenberg Library staff selects, plans, and presents programs and events for the children of Chestnut Hill and family members of students, faculty, and staff. These programs further library goals and are part of ongoing Library service. Programs and events sponsored by the Library are free of charge. Programs may be designed for a specific age or grade level, and attendance may be limited to a specifically described audience. If registration is required, priority will be given to Chestnut Hill residents and children of students, faculty, and staff, and will be done on a first-come, first-served basis.

Regularly offered programs (i.e. story times, book groups, etc.)

- Some may require registration.
 - o Registration begins at least 3 weeks before the start of the session.
 - o Parents are encouraged to bring only the child(ren) who is registered, if possible.
- Children must be the specified age for the program at the time the session begins.
- Promptness is greatly appreciated. Entering late can disrupt the program and those in attendance.

One-time programs

- Some may require registration. This is done in order to:
 - o Not exceed the capacity of the room.
 - o To ensure the audience meets all requirements.
 - o To allow the presenter to adequately prepare for each child attending.
- Professional performers are selected by the Children's staff.

Receiving a Library Card:

Ages 3 to 12:

A parent or guardian must be present

Parent/guardian signature

Parent/guardian must have photo ID and proof of address

Ages 13 – 17:

Student ID accepted if we can verify address with school office or guardian, please provide contact information for school office or guardian.

Technology Age Requirements

Please be aware that unlike Schools and Public Libraries, the Annenberg Library is a Private Academic Library primarily---meaning we do not use filters on our internet providers the same way that

institutions dedicated to serving children as their main demographic do. All parent and guardians are responsible for the activity of their children when children use the PMC wifi, guest login to computers, or borrow Chromebooks, **whether the parent is present or not.**

Ages 3 to 12:

A parent or guardian must be present when a child is using the PMC wifi, guest login, or Chromebook

Ages 13 to 17:

Parents and guardians are responsible for the minors searching and technology use but do not need to be present for the minor to use the technology.

Unattended Child Policy

The Annenberg Library at Pine Manor College welcomes children of all ages and strives to create a warm, inviting learning environment. The Library offers many programs and services that encourage children to develop a love of books and reading. However, the Library is both a college and publicly accessed building, and the well-being of young children left alone at the Library is a serious concern. Young children are not safe when left unattended in a library or any other public place. In addition, children left alone for long periods of time can become bored, frightened or disruptive. The responsibility for children using the Library rests with the child's parent/guardian or a designated adult caregiver. The safety and well-being of every child is very important and to ensure their protection, the Annenberg Library has adopted the following policy.

1. Children 8 years old and younger must be accompanied and supervised by a parent/guardian or designated adult caregiver at all times in the Children's Room and the Library.
2. Parents/caregivers are responsible for the conduct of the children under their supervision while in the Library. If a child's conduct interferes with another patrons' ability to use the Library in violation of posted policies, the child and his/her parent/caregiver will be asked to leave the building.
3. Parents/caregivers must not leave the Library while their children, 8 years old and younger, are attending a Library sponsored program.
4. Children old enough to use the Library alone should be familiar with Library policies and hours of service. A child, old enough to use the Library alone, whose conduct interferes with another patrons' ability to use the Library in violation of posted policies will be asked to leave the building. Children should know how to reach a parent or caregiver during their visit.
5. The Library staff is not responsible for supervising children left alone when the Library is closing, but will make an effort to contact a parent/guardian or adult caregiver. If arrangements cannot be made for immediate pick up, the Pine Manor College Campus Safety and the Brookline Police Department will be contacted and incident reports will be filed.

[Adapted from the Public Library of Brookline Children & Teens' Policies]