

**Purpose**

The Children's and Youth Services department (CYS) is a unique part of the library with special collections, programs, and services. The purpose of the CYS department at the Carmel Clay Public Library is to provide children and their caregivers with access to these special materials, programs, and services.

Policy

CYS is available for use by children and their caregivers who are enjoying youth programs and other services provided by the department. It is also for use by patrons who are accessing the special materials contained in the CYS collection. Patrons not included in these categories may be required to leave the CYS department and use other areas of the library.

Due to the public nature of the library, and the possibility that circumstances outside of our control (such as a power outage, severe weather, etc.) could happen at any time, the library and its staff are not responsible for the supervision of children using the CYS department or other areas of the library, including those being tutored on library premises.

- Children five (5) and under must have a supervising caregiver age sixteen (16) or older within sight and conversational distance of them at all times. The only exceptions are 4 & 5 year olds who are attending library sponsored programs.
- In most cases, children eleven (11) and under must have a supervising caregiver sixteen (16) or older available to them in the library at all times, even while a child is independently in a program. EXCEPTION: Children ten (10) or eleven (11) may be in the library unaccompanied ONLY if they:
 - *are able to leave the library to go home without an adult and have caregiver permission to do so,*
 - *can follow the library standards of conduct, AND*
 - *do not require excessive staff attention.*
- ***In all circumstances, a child's caregiver assumes responsibility for their child's behavior.***
- The above guidelines also apply when children are being tutored. The tutor assumes the role of caregiver and is responsible for his/her students during the tutoring session.

If a child eleven (11) or under appears to be without the above-mentioned supervision and cannot leave the library without an adult, a search of the building and grounds will be conducted by staff members. If the parent or guardian is not located within thirty minutes, the police may be called.

Children fifteen (15) and under are expected to be picked up at closing time. If a child under 16 is still here after closing and the parent cannot be reached or does not arrive at the library within thirty minutes of closing, the police may be called to get the child/teen safely home. Caregivers are responsible for being aware of library closing times.

Staff members are not permitted to drive children home.