

11 August 2022

Dear Parents,

We are looking forward to meeting the students who use the library after school during the 2022-23 school year. To ensure the safety of patrons and staff and to create a welcoming and inclusive library environment for everyone to enjoy, we wanted to remind families of our patron behavior policies and unattended child policies ([available on our website](#)), applicable to all patrons.

- Eating anywhere inside the library is not permitted. Library programs will not offer refreshments. The Friends of the Library Book Cellar shop is not selling snacks until further notice.
- Students who are reading, studying, and working on projects will be given priority for the use of tables and computers from 3-5 pm. Library staff may ask students not using library resources for school to move to accommodate students who are doing schoolwork.
- Study rooms are available to high school students and adults only and must be reserved at the reference desk. Capacity limits for study rooms will apply.
- Patrons cannot intentionally leave unattended items (such as backpacks and instruments) at the library. There are designated areas to hang backpacks/ coats while in the library.
- Students congregating in groups of four or more for any purpose other than group homework projects or library programs may be asked to disperse or to meet outside.
- Hate speech, bullying, or harassment of any kind directed to other patrons or staff members will not be tolerated and will result in immediate loss of library building privileges for an indeterminate period (which will depend on the severity of the offense). Please see our Patron Behavior Policy at the link above.

The library is a public service building and open to everyone. Unlike teachers at school, library staff members are not considered 'in loco parentis' and are not responsible for children's behavior or safety while in the library, or for preventing them from leaving the library.

Patrons, including students of any age, not following library policies or guidelines will be asked to leave the library (regardless of outdoor weather conditions). It is not the responsibility of library staff to monitor students, on or off the property. Parents/ legal guardians are responsible for the conduct and safety of their children, regardless of whether they are using the library with their children. Children under 8 must be accompanied at all times.

The rules and regulations are in place to protect all who use the library. Please review this information with the students in your family and discuss with them appropriate behavior while in a public building. We look forward to seeing your children and helping everyone to use the library safely and appropriately.

Sincerely,



Robyn E. Vittek  
Director

