



University of Essex



Policy on children and young people in the Library

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Policy on Children and Young People in the Library

Objectives:

- to support the study needs of staff and students who have caring responsibilities
 - to provide and maintain an environment that is conducive to study for all members of the University
 - to ensure that risks relating to use of the Library environment are assessed and managed effectively
 - to maximise the recruitment benefits of enabling young people to access the Library
1. Library and Cultural Services seeks to provide a culture of 'learning support' for all members of the University, and to minimise barriers to students making effective use of Library spaces and resources.
 2. We recognise that some staff and students have caring responsibilities, and that it may be necessary on some occasions to bring children along when making essential use of the Library.
 3. Because the Library environment has not been designed with children in mind we have a responsibility both to children visiting the Library, and to other Library users, to put procedures in place to make such visits both safe and appropriate to the overall study environment.
 4. Library users may therefore visit the Library accompanied by children aged between 7 and 15 for the purposes of making an enquiry, borrowing/dropping off a book or for a pre-arranged appointment. It is expected that such visits would be of short duration as we do not have appropriate facilities for parents to study alongside their children for a longer period of time.
 5. Children who are brought into the Library in these situations should be under the close and continuous supervision of their parent/responsible adult. Supervision is the sole responsibility of the parent/responsible adult and cannot be delegated.
 6. Children may not use any Library equipment, including computing equipment, or use any device on the University's wireless network.
 7. Children may not use the paternoster lift but can make use of the accessible lift or the stairs when accompanied by their parent/responsible adult.

8. The parent/responsible adult should sign in with their child on entry at the Library Helpdesk and sign out on exit (see below). By signing, the parent/responsible adult accepts sole responsibility for their child, including their quiet behaviour, good conduct, safety and observation of Library and other relevant regulations.
9. If a child is disturbing other Library users, the accompanying adult is expected to take the child out of the Library.
10. It will not normally be possible to take a child under 7 beyond the open area on the ground floor of the Library, or to access the Postgraduate or Library Reading Rooms.
11. Library staff will undertake to fetch books from the shelves in these instances, either in advance of arrival or, if the visit is unplanned, at the time of the visit. It will be possible for users to carry out brief online tasks such as checking emails, searching for books or submitting an assignment using quick access PCs on the ground floor.
12. Young adults (age 16 and above) are welcome to visit the Library; we believe visiting a University library is a positive developmental experience for GCSE and A level students which we are keen to support. Young adults should sign the visitor's book on arrival.
13. Groups of children (aged 7-15) may visit the Library where arrangements have been discussed and agreed in advance (for example, those visiting with staff from the University's Outreach team).
14. This policy operates in compliance with the University policy on Safeguarding Children and Adults at Risk (.pdf).

Declaration

I have read the attached Library and Cultural Services policy in relation to children and young people in the Library and will take full responsibility for the conduct and safety of my child whilst in the Library.

Description	Response
Name	
Staff member – Department /School / Centre	
Student member – PRID	
Signature	
Date	

Document Control Panel

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