



# Parent's Guide: Your Child's Use of the Library

Congratulations on encouraging your children's use of the library! We hope this will be the beginning of lifelong learning and reading enjoyment for them. The Tolono Public Library is pleased to contribute to the education and entertainment of your child with its many fine quality print and audiovisual materials.

## YOUR CHILD'S LIBRARY USE

While a varied children's section exists with materials specifically for younger patrons, parents should be aware that children also have access to all materials in the library. The library staff will not monitor or censor your child's selections. It is your responsibility as a parent to be aware of what your child is checking out. Library staff encourages you to accompany your child to the library and assist them in their selections.

## RESPONSIBILITY FOR CHARGES

Parents are responsible for fines and other charges accrued on their child's card. These charges include replacement costs and billing charges for lost materials.

## PICKING UP HOLDS

If you wish to pick up items on hold for your child, you may check the items out on your own card or check out on your child's card if the child is present.

## OTHER CHILDREN'S SERVICES

*The Internet:* We have seven internet computers available for use in the library. These stations are not restricted to patrons by age and are available without parental signature. The time limit for the use of these machines is 2 hours. We allow email, chats, and games on these machines. If these are activities you do not want your child to be involved in, it is your responsibility to be present to monitor their use. Downloading of software or supplemental internet programs is prohibited on all of our machines.

*Programs and Storytimes:* The staff conducts regularly scheduled storytimes and craft programs for various age groups. We conduct special programs with outside performers. Also, our Summer Reading Program promotes library use by 'listeners,' readers and teens through incentives, contests, and special programs.

## LIBRARY USE GUIDELINES

We ask that you maintain direct supervision of children you bring to the library. Please help them learn behavior that is appropriate to a public library setting, including keeping voices to a reasonable level and respecting the materials, furnishings, and equipment by using them appropriately. As a part of their regular duties, library staff members are required to speak to those in need of a reminder of these guidelines. Please keep in mind that our goal is to help everyone have an enjoyable and successful library experience.

## LOST CARDS

Report lost cards immediately to prevent their use by unauthorized persons. Replacement cards are available for \$1.00.

## TIPS FOR PARENTS

Parents can help make a child's library visit a safe and positive experience by observing the following guidelines:

- Teach your child your address and telephone number at home and work so we may contact you in case of an emergency.
- When possible, accompany and stay with your child at the library, or send the child with an adult caregiver who will do likewise.
- Pick up your child before library closing time. Library staff is not permitted to stay with your child after closing. Staff will contact Local law enforcement if this occurs.

Note: If your child receives an injury at the library and you are not available, or reachable by phone, staff will contact emergency services.