



Polasaí agus Nósanna Imeachta / Policies and Procedures

Code	QA811
Title	Children Accompanying Registered Library Users
Policy Owner	University Librarian
Date	03 July 2023
Approved By	Library Senior Management Team

1.0 Purpose

To provide guidance to Library Users regarding accompanying children.

2.0 Description

The Library recognises that University of Galway registered students and staff with children may need to bring their children to the library on rare occasions. Users accompanied by children will be permitted into the Library for a short period only, to return material, pay fines, collect an item on hold, retrieve a book from the shelves, avail of printing/photocopying services and seek assistance at the Library & IT Service Desk on the ground floor.

For the safety and security of children, and in consideration of others using the library, the following policies have been established:

- 2.1 At the Access Control Gates users should contact the Library Steward on duty confirming the need to enter the Library for a short period accompanied by their child/children. The parent or guardian will be advised to swipe into the Library in the usual way, and the Library Steward will open the lane nearest their desk, for the child/children to enter. This is to ensure your child's safety. On no account should a child enter with a parent through other lanes.
- 2.2 Once in the Library users must take full responsibility for their child or children's safety, behaviour, and the information they access when on the University of Galway library premises. Children must always be under direct and constant supervision and may not be left alone.
- 2.3 Children may not use Library PCs. This equipment is not filtered for minors and is strictly for the use of Registered University users only.
- 2.4 Users must be aware that the Library is for study and learning purposes and should leave the Library if a child's behaviour causes a disturbance to others.



2.5 If an unescorted child comes to the attention of Library staff, they will evaluate the situation and try to contact a parent. If the adult responsible for the child's welfare is not contactable, a staff member will contact University Security to report the situation and seek assistance.

2.6 Any damage caused by a child while in the Library is the responsibility of the accompanying parent or guardian.

3.0 Responsibilities

Name (Office or position)	Responsibility
University Librarian	Policy Owner
Deputy University Librarian	Implementation of Accompanying Children policy.
All Library Staff	Monitor and Enforce of Accompanying Children policy.
All Library Users	Comply with Accompanying Children Policy