



CORONA PUBLIC LIBRARY
BOARD OF TRUSTEES

Administrative Policy

Title: Library Operation Policies					
Administered By: Library & Recreation Services (Library)					
Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved	Board Chair Approved
06200.001	05-26-99	02-25-19			

The document titled as follows, which has been adopted by the Library Board of Trustees as a collection of individual policies without known policy numbers and has now been given the Policy Number noted above, has been revised as of the date noted above and below:

Library Operation Policies
(02-25-19)

The following portion of this Policy document has been revised pursuant to this latest revision:

Section A(2)(b) (Disruptive and Unattended Children at Corona Public Library)

The latest version of this Policy document is attached hereto and incorporated herein by reference.

Attachment: Policy 06200.0001 (Library Operation Policies)
Issued: 05-26-99 (Earliest Individual Policy)
Revised: 02-25-19

CORONA PUBLIC LIBRARY
Board of Trustees

APPROVED LIBRARY OPERATION POLICIES
(02-25-19)

A. LIBRARY USER POLICIES

1. Hours of Operation
2. Eligibility Requirements
 - a. Library Rules of Conduct
 - b. Disruptive and Unattended Children at Corona Public Library
 - c. Confidentiality of Patron Records
 - d. Library Rules of Conduct - Suspension Procedures
3. Materials Selection
 - a. Responsibility for Materials Selection
 - b. Display of New Materials to the Public
 - c. Donations
 - 1) Policy for Donations and Gifts
 - 2) Artwork Donations
 - d. Support of Community Education
 - e. Collection Development Policy
4. Circulation
 - a. Period of Time Books & Other Materials May be Borrowed
 - b. Library Cards & Materials
 - c. Fees & Charges Pertaining to Library Materials & Services
 - d. Rental Materials
 - e. Motion Pictures in all Formats
5. Computer Use Policy
6. Library Meeting Rooms
7. Child Care and Staff Duties
8. Lost and Found Policy
9. Library Study Rooms

B. COMMUNITY POLICIES

1. Volunteers
 - a. Employee Policies & Procedures
 - b. Recruitment
 - c. Reporting & Program Evaluation
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 - a. Use of Materials
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Last Revised: 02-25-19
(Revised A(2)(b).)

BOARD OF TRUSTEES POLICY

CORONA PUBLIC LIBRARY

A. LIBRARY USER POLICIES

2. ELIGIBILITY REQUIREMENTS

b. DISRUPTIVE AND UNATTENDED CHILDREN AT CORONA PUBLIC LIBRARY

The Corona Public Library welcomes and supports all children in the enjoyment of reading and pursuit of interests and information through books, technology, programs, and other resources. Library staff are here to support children; not to be responsible for children who are left unattended. The Library is open to the public, a situation which can present risks to children. The safety and security of the children are the responsibility of the parent, guardian, and/or caregiver.

Unattended children are children of any age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver in the Library. Parents, guardians, and/or caregivers are solely responsible for the safety and behavior of their children while in the Library.

Children, as with all Library users, are expected to follow the Library Rules of Conduct (A.2.a). If they do not, children are subject to the same Suspension Policy and Procedures as all Library Users (A.2.d). These consequences include being asked to leave the Library premises.

Parents, guardians, and/or caregivers must inform themselves as to Library hours of operation. The Library's schedule will vary occasionally and will sometimes close unexpectedly due to emergency or safety issues. It is the responsibility of the parent, guardian, and/or caregiver to let their children know what they should do if they must leave the Library.

BOARD OF TRUSTEES POLICY
CORONA PUBLIC LIBRARY

Library staff may call the Corona Police Department if a child is left unattended when the library is closing or if the child appears to be at risk.

Date of Board Approval

President – Board of Trustees