



Hillsboro Area
Public Library District
Public Notice Safety Policies

Children's Programs

Programs

The library offers the following programs: Preschool Program (2 – 5 years), Kids (K-4 GR), DIY Tweens & Teens (5-8 GR), HPL Book Club (18 and up), AM Adult Book Club and the Summer Reading Program.

Participants in our programs are always welcome to bring a friend, sibling, or relative. We do not discriminate based on age, gender, race, or religion, except when the program includes materials that are considered hazardous for young children or if the content of the program is too mature for the age of the child.

Do I Need to Have a Library Card?

No. Those wanting to participate do NOT need to have a library card, except when program numbers are limited or the cost of materials is high. In this event, an announcement will be made on Facebook and in the paper and pre-registration will be available to card holders. All events require attendees to sign in, for us to keep track of the number of attendees.

Program Safety Requirements

Sign in and Sign Out

For safety reasons, if you are not staying with your child during the program, we ask that you sign your child in and out of the program with the time, your signature and a phone contact (in preparation for an emergency situation, inclement weather or incident). You can also give us your email but it is not required.

Pick-Up

To protect the child, if someone else is picking up your child (other than the person who dropped them off or legal guardian), we need a letter or email with written consent from the legal guardian granting permission for someone else to pick them up. The permission letter should include the name of that person, their relationship to the child and their phone number. That person will be required to show a picture ID in order to pick up the child. We will not release the child to an unknown adult if they do not have identification or a letter of written consent from you.

Unattended Children

Ultimately, the library is NOT responsible for unattended children. The parent/guardian is responsible for his/her children. The library cannot assume responsibility for a child's safety or behavior when they are unattended. Children 8 years of age and under always need to be accompanied by an adult in the library whether there is an event or not.

If your child is age 9 or older your child may be dropped off for library programs during sanctioned events, but the parent or guardian assumes all responsibility for picking up their child on time at the end of the event.

Inappropriate Behavior

Because it is a privilege to participate in library programs, any child unattended with misbehavior will be redirected and given a warning by the program host or library director. If the behavior continues, the child will be taken to the rocking chair or a safe area to calm down, and the library director may contact the parent/guardian.

If the same child is unattended during another program and repeat behavior is observed, the library reserves the right to ask the parent to attend all future programs with the child.

Donations

The library accepts donations of materials for programs. When specific donations are needed a request will be made public on the library's Facebook page. You can also email us at hillsborocitylibrary@gmail.com or contact the library at (217) 532-3055 for a wish list of materials. The Library director and the library staff have the right to turn down donations if they are in poor condition or if the materials are not necessary.

Volunteers

The library is more than happy to have family members, parents, caregivers, or teachers volunteer to help with our programs. However, to ensure the safety of children, and protect them from harm the library asks that you fill out an application form and you may have to complete a background check. Teachers or aides are not required to complete a background check as they already have one on file with the school district and the state.

Evaluation

The library board will be responsible for evaluating this policy every 3 years.

Adopted: 9/5/17

Amended: 3/13/19

Re-Adopted: 3/19/19

Updated on: 10/18/2023 **Approved:** 12/19/2023