



Policy

64

LIBRARY SERVICE – CHILDREN AND YOUNG PEOPLE

Strategic Outcome:	Supported and engaged communities
Policy type	Strategic
Date of Adoption:	16 March 2022 Minute Number: 67
Date for Review:	16 September 2026
Responsible Officer:	Director Strategic Planning and Development
Document Control:	Replaces Library Service – Children and Young People adopted 17 July 2019
Delivery Program Link:	3.2.1.1 Coordinate and deliver local library services in accordance with Library Services Strategic Plan

1. POLICY STATEMENT

The Berrigan Shire Library Service (BSLS) is committed to servicing the information and recreational needs of young people. The Library strives to provide a welcoming environment, and provide targeted resources and programs to meet the needs of children and young people

2. PURPOSE

This Policy aims to:

- provide child-safe and child-friendly environments that promote community connection and the engagement of young people and children in life-long learning; and
- encourage uniformity and consistency across the branches of the BSLS for staff, as well as parents and young people.

3. SCOPE

This policy applies to all branches of BSLS and to all services provided by BSLS.

4. OBJECTIVE

This policy is developed to assist the Council with the Delivery Program Objective:



Policy

3.2.1.1 Coordinate and deliver local library services in accordance with Library Services Strategic Plan

5. DEFINITIONS

Child: A young person between the age of 0-12 years;

Young people: A teenager between the ages of 12-18 years

Classification: A classification of media as per the Classification Act 1995

- G General classification
- PG Parental Guidance classification
- M Mature classification (15 years +)

6. POLICY IMPLEMENTATION

6.1 Services

Berrigan Shire Library Service provides the community with access to information and recreational materials through a variety of services and resources. Our libraries support young people through the provision of collections and programs that foster an appreciation of literature and promote the development of information literacy skills.

Services may include (but are not limited to) the following:

- Fiction, non-fiction and recreational books
- Magazines
- DVD's
- CD's
- eBooks and eAudio and streaming services
- Computer and Internet access
- Assistance from staff in accessing collections and information
- Literacy programs
- Space for activities or study
- Internet training
- Film sessions
- Space for activities and study
- Local history projects
- School holiday programs and activities



Policy

Berrigan Shire Library Service does not provide early education and child-care services to young people and children that are the responsibility of other agencies, for example, child-care and formal education.

6.2 Responsibilities

6.2.1 Parents and guardians

Parents and guardians must act responsibly regarding their child's use of the library.

Children under the age of 8 years must be accompanied by an adult while visiting the library. Children under the age of 16 years must have a parent/guardian support their membership application and/or participation in library activities.

Children and young adults will always be advised of age-appropriate resources with the responsibility for monitoring and supervising their child's use of the general collection remaining with a child's parent/guardian.

6.2.2 Staff

All library staff must have an appropriate NSW Working with Children Check and as such are required to act on disclosures, allegations, or suspicions of harm.

All library staff must also ensure programs and activities reduce the likelihood of children being harmed.

Library staff are expected to guide and assist young people in finding and accessing resources appropriate to their particular interests and inquiries as per the Classification Act 1995 ('G', 'PG', 'M', 'unrestricted' etc.)

6.3 Responsibilities

The Library Regulation 2018 allows for a library staff member to direct any person to leave the library, and not to re-enter the library for such a period as the library staff member directs, if the staff member is of the opinion that:

- the person has contravened any provision of Library Act; or
- the person's condition, conduct, dress or manner is likely to give offence to any person in the library or to interfere with any other person's use of the library.

The Council and BSLs have adopted a Library Patron Code of Conduct and all exclusions from the library will be dealt with in accordance with that Code.



Policy

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Local Government Act 1993*
- *Library Act 1939*
- *Library Regulation 2018*
- *Child Protection (Working with Children) Act 2012*

7.2 Council policies and guidelines

- [Berrigan Shire 2027](#) (Community Strategic Plan)
- [Berrigan Shire Library Service Strategic Plan](#)
- [Berrigan Shire Child Safe Policy and Framework](#)
- [Patron Code of Conduct](#)

7.3 Council policies and guidelines

- [NSW Office of the Children's Guardian](#)
- [NSW Office of the Advocate for Children and Young People](#)
- [Australian Library and Information Association](#)
- [State Library of NSW](#)

8. RECORDS MANAGEMENT

Recording of all information relating to this policy ...

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

10. DOCUMENT AVAILABILITY

A number of legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:



Policy

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

Berrigan Shire Council
56 Chanter Street
BERRIGAN NSW 2712

Ph: 03 5888 5100

Email: mail@berriganshire.nsw.gov.au

11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0		New Policy document	Director Corporate Services
1.1		Minor review – new directorate	Director Strategic Planning & Development