



# CASSELMAN PUBLIC LIBRARY



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Policy Type:	Operational	Policy Number:	OP-14
Policy Title:	Teen/Young Adults in the Library	Initial Policy Approval Date:	March 22 <sup>nd</sup> , 2021
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The Casselman Public Library recognizes that the needs of young people are important in their own right: that their intellectual growth, their cultural appreciation and recreational activities should be fostered through quality library service, delivered with consideration and respect. This policy sets out the services to be offered for teens and young adults in the library and also sets out responsibility relating to safety, truancy and missing children.

The Casselman Public Library endeavours to provide this service based on the principles stated in the Ontario Library Association's *Teens Rights in the Public Library*, as adopted at the OLA Annual General Meeting June 2010.

## Section 1: Services

### 1. Collections:

- a) The Chief Executive Officer (CEO) will ensure the maintenance and organization of a comprehensive teen/young adult collection based on the Collection Development Policy OP-08.
- b) The collection for teen/young adult will meet high standards of quality and reflect the changing educational needs and personal interests of children and teens as well as trends in society.
- c) The staff will develop profiles of the collections to define the scope and to address the issues of:
  - i. Canadian authors and content
  - ii. award-winning titles
  - iii. non-fiction material that complements the local school curriculum
  - iv. age-appropriate formats

### 2. Reference and Readers Advisory

- a) The qualified staff will utilize the full range of collections, technology and methods to answer all users' requests for advice on selecting books and for information, regardless of age and without judgment, with confidentiality and respect.
- b) Library staff should conduct interviews to better understand what each teen/young adult wants and needs.
- c) Library staff will point out the variety of resources available in all areas of the library as appropriate.

### 3. Programs

- a) The library will provide programming for teens/young adults, both in and out of the library, to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning and use of the library.
- b) The library will provide educational, entertaining and literature related programs and support for teens/young adults, such as programs for summer, school breaks and professional development days that will be primarily book based and will highlight various aspects of our collection while encouraging reading for pleasure or leisure activities.
- c) The staff will actively involve teens/young adults in planning and implementing programs for this age group.
- d) The number of participants for all programs will be restricted based on size of the facility, fire department limits, staff supervision available, etc.; this will be enforced by the programmer in charge.

### Section 2: Staffing

1. The board will support a program of ongoing staff training and professional development in services for teens/young adults.
2. The CEO will ensure that all staff members assigned to teen/young adult services receive appropriate training to provide knowledgeable library service.
3. The library staff will advocate for teen/young adult services in the community by:
  - a) collaborating with agencies to promote love of reading, lifelong learning and teens' health and well-being
  - b) seeking support for teen/young adult services from community organizations, fundraising, donations, etc.
  - c) networking with other agencies who provide service to teen/young adult services in the community, region and province
  - d) communicating with school directors, teacher librarians and teachers in the community
  - e) promoting the services and collections to groups who could benefit from them (schools, etc.)

### Section 3: Safety in the Library

The Casselman Public Library staff recognizes that people of all ages have a right to a welcoming, respectful, supportive and safe environment when they visit the library. As a public facility, the library does not monitor the activities of its patrons unless there is a problem with conduct as outlined in OP-07 Rules of Conduct, or a child is left alone as outlined in OP-13 Children in the Library. There are two specific situations which require specific guidance:

1. **Truancy** – If a school-age child is noticed to be spending considerable time in the library during the school day, staff may check with the individual and ask that a parent confirm with the library that he/she is aware of the children's whereabouts. This applies to those up to the age of 16.
2. **Missing Persons** - Library staff will not give information to any person over the telephone as to whether a person is currently in the library or has been in the library recently. Library staff may offer to take a message and ask the child to call the person back. In the case of a missing person, library staff will share information with the law enforcement agency requesting specific personal information.
3. **Duty to Report**
  - a) The *Child, Youth and Family Services Act* (Section 125) recognizes that each of us has a responsibility for the welfare of children. It clearly states that members of the public, including professionals who work with children, have a **legislated** obligation to report promptly to the Children's Aid Society (CAS) if they suspect that a child or youth under the age of 16 is, or may be, in need of protection. The CYFSA defines the phrase "child in need of protection" as including physical, sexual and emotional abuse, neglect, and risk of harm.

- b) Library staff who are concerned that a 16-or 17-year old is, or may be, in need of protection **may** make a report to Children's Aid Society (CAS) and the CAS is required to assess the reported information
- c) When library staff members have reasonable grounds to suspect that a child or youth is, or may be, in need of protection, they will advise the Library CEO and together they will promptly report the suspicion and the information upon which it is based to the local CAS, as required in CYFSA s.136 (1).

**Related Documents:**

Casselman Public Library ***OP - 07 Rules of Conduct***

Casselman Public Library ***OP – 08 Collection Development Policy***

Casselman Public Library ***OP – 11 Internet Services Policy***

Casselman Public Library ***OP – 13 Children in the Library Policy***

Casselman Public Library ***OP – 15 Circulation Policy***