

While visiting the library...

Guidelines for kids and their parents



Welcome to the Elmhurst Public Library. Over half a million people will visit the new building in the next year. We need your help to make visiting the library an enjoyable experience for everyone.



125 S. Prospect
Elmhurst, IL 60126
630-279-8696
www.elmhurstpubliclibrary.org

Child Safety

The library is a public building. Parents should not assume that children will be safe on their own in the library.



Children younger than 7 years of age must be under the direct supervision of a parent or other responsible caregiver, age 12 or older, at all times while in the library. This older person is responsible for the child's safety and behavior, and should remain in the Kids' Library even while the child attends a storytime.

All children must be picked up by the library's closing time — 9 p.m. Monday–Friday and 5 p.m. Saturday and Sunday. Library staff will contact the Elmhurst Police Department to provide custody for children left at the library after closing.



Library Conduct

While visiting the library, remember to be courteous and respect the rights of others. Parents, please review the following rules with your children:

- Speak quietly so you do not disturb others.
- Shoving and hitting are not allowed in the library, whether it is between strangers, friends or family members. Throwing books, puppets and other objects is not allowed.
- Walk at all times. Running is not allowed in the library.
- Standing or jumping on chairs, or climbing on furniture and shelves is not allowed.
- People over 7 years old may not lie on the floor.
- Please leave books or other library materials on a table or hand them to a librarian. Do not leave them on the floor.
- Place all garbage, (paper, beverage cups, napkins, etc.) in a trash can.
- Covered drinks are allowed throughout the library except in the Storytime Room and at the computer tables. Food may be eaten only in the lobby.
- No more than four people are permitted to sit or stand around each table. (Groups of 2 to 6 people may use a Group Study Room if one is available.)

Storytimes

The Kids' Library staff presents programs to help parents foster a love of reading in their children, to help children learn to talk and read and to acquaint children with the materials and services available for them at the library.

Registration:

Only people with a valid Elmhurst Public Library card may register for library programs. A valid Elmhurst Public Library card must be presented at the time of registration.

The child must be the proper age or in the proper grade by the last session of the program for which he or she is registered.

Programs are deliberately overbooked, and waiting lists are not kept. Only people who are on the registration list will be allowed into the program.

Drop-in Sessions:

Advanced registration is not required for "drop-in" programs. A valid Elmhurst Public Library card must be presented at the door to be admitted.



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Attendance:

Only children registered for the program will be able to participate in each session. Guests are not admitted, except for programs for families or where adult attendance is required, such as Mother Goose Time, Toddler Time, Rhyme Time, Lap-Sit and Saturday Family Storytime.

Parental Responsibility:

Programs for children younger than 3 years old are designed as parent-child participation programs. There must be at least one adult in attendance for every two children. Most other storytimes and programs are for children to attend independently.

For the children's comfort and safety, parents or guardians must remain in the Kids' Library while children under the age of 7 attend a program, and must be prompt in picking up their kids at the end of the program.

Latecomers must report to the Help Desk before entering a program, to avoid disrupting a program in progress.

Food and drink are not allowed in the Storytime Room.

Special Accommodations:

For ADA special accommodations for programs, please call the ADA Compliance Officer at 630-279-8696 or TTY at 630-782-4310 at least one week prior to the event.



Study Rooms

Group Study Rooms

Group Study Rooms are available in the Kids' Library for small groups of two to six people to meet for *educational* or *informational* purposes without disturbing those around them.

The study rooms are intended primarily for the use of students. No products, services or memberships may be advertised, solicited or sold in study rooms, except for educational services provided by tutors.

At least one user of the study room must have a valid Elmhurst Public Library card or show proof of Elmhurst residency.

A library card will be held at the Help Desk while the study room is in use. The study room must be clean before the library card will be returned.

At least two people must remain in the Group Study Room at all times, including the person whose library card is being held at the Help Desk.

Kids may have covered drinks in the Group Study Rooms; however, food is not allowed.

Group Study Room #1 may be reserved up to one week in advance for no more than one hour at a time. Reservations will be held for 10 minutes after the designated time. No one may make more than one reservation per week. All other study rooms are assigned on a first-come, first-served basis.

Silent Study Room

Talking is not allowed in the Silent Study Room. The use of laptops or other devices is allowed as long as they are silent and do not disturb other people.