



STRATEGIC POLICY
MOUNT ISA CITY COUNCIL
Children in the Library Policy

RESOLUTION NO. **OM03/02/26** VERSION **V3**

APPLIES TO STRATEGIC POLICIES ONLY

This an official copy of the **Children in the Library Policy**, made in accordance with the provisions of *Local Government Act 2009*, *Local Government Regulation 2012* and current Council Policies.

Strategic policies are adopted by Council due to its desire to influence the direction of an issue or assist in the delegated decision making of Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the **Children in the Library Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

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 Tim Rose
Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Strategic Doc ID# 26631		POLICY TYPE	
		Strategic (Council)	
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	23.02.2005	G24/02/05 Adopted	Responsible Officer - Coordinator Library Services Description Document Creation – New Document
V2	12.11.2014	OM08/11/14 Amended	Responsible Officer - Coordinator Library Services Description Amendments <ul style="list-style-type: none"> ▪ Updated Structured Activities in the Library and added Responsibility for Children and Toy Library clauses.
V3	18.02.2026	OM03/02/26	Responsible Officer - Coordinator Library Services Description Amendments <ul style="list-style-type: none"> ▪ Updated Structured Activities in the Library ▪ Added information regarding photo permission forms ▪ Updated regarding 1st Aid ▪ Removal of the Toy Library Clauses
		REVIEW DUE	02/2028

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	X
Internal email to all Councillors		Included in employee inductions	X
Staff noticeboards	X	Uploaded to Council website	X
Internal training to be provided		External training to be provided	
Registered in Magiq	X		



1. PURPOSE

The purpose of this policy is to establish guidelines for all stakeholders in relation to the presence of children and young people within the Mount Isa City Library (the library). The library welcomes children of all ages to use its facilities and services; this policy has been adopted to ensure the safety and well-being of all library users including children and young people.

2. COMMENCEMENT

This policy will commence on and from 18 February 2026. It replaces all other policies or arrangements governing Children in the Library (whether written or not).

3. APPLICATION

This policy is applicable to Mount Isa City Council employees, contractors and volunteers as well as all library users. This policy also applies to all patrons and library visitors.

4. POLICY STATEMENT

- 4.1. The library is committed to serving the information, educational, recreational, and cultural needs of children and young people. The library strives to provide a welcoming, inclusive and safe environment for all and provides targeted resources and programs to meet the needs of children and young people.
- 4.2. The library has a duty of care to ensure the safety of customers and staff and the enjoyment of the library by all patrons and visitors. A commonsense approach to customer service is recommended at all times. The library requires that customers take responsibility for their behaviour or actions while on library premises. The behaviour of children and young people on library premises is the responsibility of the young people themselves, their parents/carers, any responsible person accompanying them and if in a school group, their teachers, supervisors, and the school which they attend.

5. ACCESS TO RESOURCES

- 5.1 The library encourages parents/carers to set their own family rules in consultation with their child. It is the responsibility of parents/carers to monitor the suitability of both physical and online library resources used by their children. Library staff are available to assist children, and their parents/carers effectively navigate collections.
- 5.2 It is not the responsibility of the library staff to exercise a supervisory or restrictive role in determining which library resources children or young people may use or access, except where material is classified as restricted under the *Classification (Publications, Films and Computer Games) Act 1995 (Cth)*.
- 5.3 Library materials which are not classified, or are classified “unrestricted”, “general” or “PG” (parental guidance) are available to all library users. Items that have a classification of “MA15+” are legally available to members who are 15 years of age and over. Items that have a classification of “R” (restricted audience over 18 years) are restricted and available only to library users who are 18 years of age and over.
- 5.4 The library protects the public’s ‘right to know’ and does not monitor or control the content of materials offered through the internet. Internet content and activity is not censored or screened by use of filtering software. Responsibility of use of public computers lies solely with parents/carers. Please refer to the access to the Library’s Computer and Internet Use Policy for more information regarding the conditions of internet use.

6. UNATTENDED CHILDREN

- 6.1 Unsupervised children can be at risk in any public place, including public libraries. Library staff do not supervise children in the library and there is a risk that unattended children may leave the library at any

time, hurt themselves or be approached by strangers. Please refer to the library visitor conditions of entry policy for more information relating to unsupervised children.

- 6.2 It is required that children aged 0 – 8 years of age are always supervised by a parent/carer whilst in the library or when attending an organised children's activity.
- 6.3 Parents/carers of children aged 9 to 12 years of age must remain in the building.
- 6.4 If library staff discover an unattended child on library premises the staff member will endeavour to contact a parent, carer or educator responsible for the child to collect the child. If such an arrangement cannot be made, the child will be considered at risk, and the Queensland Police Service will be contacted.
- 6.5 School aged young people (between the ages of 6 to 16 years) may be in the library during school hours for several reasons. Before taking any action, library staff will attempt to determine if the young person is in the company of a parent or responsible adult. If library staff become aware that a school aged person is in the library unaccompanied; the parent, guardian or the school will be contacted.

7. CHILDREN NOT COLLECTED AT CLOSING TIME

- 7.1 Parents or guardians must make adequate arrangements to ensure that children are collected before the library closes.
- 7.2 Two or more staff members will stay with an unaccompanied child after closing time.
- 7.3 Staff will attempt to contact the parent / guardian. If after 15 minutes no contact has been made staff will make a request for the Queensland Police Service to collect the child and staff members will wait with the child until the police arrive.
- 7.4 The library will be left open until the child is collected.
- 7.5 Staff will not drive or accompany a child to any other destination.

8. WORKING WITH CHILDREN CHECKS

Council requires library staff, volunteers and contractors who work directly with children to hold a current blue card (issued by Department of Justice and Attorney-General).

9. STRUCTURED ACTIVITIES AT THE LIBRARY

- 9.1 Library staff at times have structured activities for children. Children attending specific programs organised by the library, must be supervised by a parent/carer/ guardian or a responsible person who is 15 years and over. The library reserves the right to limit the number of attendees to programs or activities to ensure the safety of children and staff. Age restrictions may apply to certain sessions.
- 9.2 During pre-school activities, carers/guardians are required to stay with their children. It is the responsibility of the parents/guardians to attend to their children during these activities.

10. PHOTOS OF CHILDREN

- 10.1 If staff wish to take photographs of children during structured library activities parental consent will be sought.
- 10.2 Parental consent forms will be available from library staff and will be retained for record keeping purposes.
- 10.3 In the interest of privacy, when displaying children's work in the library (e.g. colouring competitions) no full names, phone numbers or addresses will be displayed.

11. SICK/INJURED CHILDREN IN THE LIBRARY

- 11.1 If a child is injured in the library, staff may offer the assistance of the First Aider and/or the use of the items in the First Aid Kit to the carer/guardian. If the child is unattended, library staff will offer assistance. In the event of serious illness/injury, staff will call the ambulance and advise parent/guardian immediately.
- 11.2 Every precaution to protect one's own health must be strictly adhered to by all staff. If any person is injured in the library an Incident Report Form must be completed.

12. DISRUPTIVE BEHAVIOUR IN THE LIBRARY

- 12.1 Library staff are committed to assist in ensuring all library patrons and visitors enjoy a productive and rewarding experience.
- 12.2 Library patrons and visitors are expected to take responsibility for the behaviour of themselves and any young person they bring into the library.
- 12.3 In the case of loud/bad language or suspected misuse of library equipment, staff will give two verbal warnings. If the behaviour continues, the offender(s), whether adult or young person, will be asked to leave the library. If the offender is an unattended child (12 years and over) staff will contact carer/guardian (either verbally or written correspondence). In the case of a young unattended child (11 years and under) staff will not ask the child to leave the library but instead will ask the offender to remain at the circulation desk until a parent/guardian arrives.
- 12.4 In the case of vandalism, consumption of alcohol, illicit drugs, or other forms of misconduct, offenders will be asked to leave the library immediately. Unless they are under the age of 12, in which case they will be asked to remain at the circulation desk area while parents/guardians are being contacted. Staff will attempt to establish the identity of the offenders, and the Coordinator and Queensland Police Service are to be informed of the incident.
- 12.5 At no time will staff make physical contact, gently or otherwise, to attempt to remove an offender from the library. If an offender refuses to leave when asked, Queensland Police Service will be called immediately.

13. RESPONSIBILITY FOR CHILDREN

- 13.1 The role of library staff is to guide and assist children and young adults in finding and accessing any resources appropriate to their enquiries. Parents, carers or guardians are responsible for setting any restrictions and boundaries for their child or young adult.
- 13.2 Library collections are available to members but there are some restrictions due to age and content. The library does not censor items used in the library. It is the responsibility of parents/carers and guardians to monitor their child's use of library resources.

14. RESPONSIBILITIES

The ultimate responsibility rests with the Coordinator Library Services who operates within the framework of the policies determined by the Local Government. This responsibility may be shared with other staff members of the library, who maybe rostered on during this time.

15. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.



16. BREACH OF POLICY

Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy

17. COMMUNICATION AND DISTRIBUTION

- 17.1 Council will make available to the public, the Children in the Library Policy on our website.
- 17.2 The responsible officer shall liaise with the relevant Human Resources Officer to create and deliver appropriate training to all library employees and volunteers, if required.
- 17.3 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

18. ASSOCIATED LEGISLATION

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- National Classification Code (May 2005)
- *Classification (Publications, Films and Computer Games) Act 1995 (Cth)*
- *Classification of Computer Games and Images Act 1995 (Qld)*
- *Classification of Films Act 1991 (Qld)*
- *Classification of Publications Act 1991 (Qld)*
- *Child Protection Act 1999 (Qld)*