

## **Baylor University Libraries Guidelines Safety and Well Being of Minors**

### **Introduction**

The purpose of this policy is to ensure that a safe and supportive environment exists for all faculty, staff, students, and visitors to the campus.

The primary purpose of a research library is to support students, faculty, and staff in their teaching, learning, and research endeavors.

The objective of this policy is to provide for the well-being and safety of children visiting the library and the efficient operation of the library.

For children who are on campus, in university facilities, participating in university-sponsored events, or involved with university-affiliated individuals please see Baylor's Minors on Campus policy:

<http://www.baylor.edu/grc/index.php?id=871763>.

### **Definition**

**Authorized adult** – for the purposes of this policy, an authorized adult is someone 18 years or older who has permission to be in the library facility and has accepted responsibility for supervising the minor. Note that library personnel are not able to assume this role for the children of others while they are on duty.

### **Scope**

Non-enrolled minors aged 13 and under must be supervised by an authorized adult at all times.

Non-enrolled minors aged 14 to 17 may be unsupervised while utilizing the Library.

All minors are expected to conduct themselves appropriately and must cooperate and comply with instructions given by any Baylor administrator, faculty member, or staff person.

Consistently with our student conduct policy, all persons utilizing the Library shall present identification upon request.

Non-enrolled minors aged 14 and over should know how to contact their parents or guardians while at the library.

### **General procedures**

If a child is 13 years old or under and lost or detached from parent or guardian in the library:

1. Two staff members should escort the child to the libraries' main public service desk, where they will remain until their guardian arrives or other arrangements for care of the child are made as a result of contact with Baylor University Police, as a result of #4 below.
  - a. If two staff are not available, ask a nearby student to help so there are always two adults present.
2. Staff at the main service desk will be responsible for contacting the parent or guardian.
3. The parent or guardian should be given a copy of this policy.
4. If staff are unable to locate or contact the parent or guardian, they should contact Baylor University Police to assist and they should follow all instructions given by the Police.
5. Staff should report all these incidents to the appropriate library director.

Library personnel are not permitted to transport minors in library or personal vehicles for any reason at any time.

Library faculty or staff who observe or suspect child abuse or neglect must notify the appropriate authorities. See Baylor's guidelines to help faculty, staff and students in reporting abuse: <http://www.baylor.edu/grc/index.php?id=871763>).

Appropriate Library Directors will determine how to handle multiple offenses on a case-by-case basis.

### **Official School Groups and K-12 teachers**

The Baylor Libraries welcome the opportunity to initiate young scholars into the world of academic research. Each year the Libraries host numerous high school and junior high school students working on history fair projects, term papers, and other research. Students are welcome to use the Baylor Libraries if they abide by all applicable policies.

The Libraries require that teachers who plan to bring a group to the libraries make prior arrangements with library staff, and strongly recommend that groups participate in a library instruction session and brief tour before beginning their work.

Please contact the library you would like to visit:

Armstrong Browning Library

- Contact [Glenda Ross](#) (254-710-4964) to schedule a tour or class visit.

Baylor Collections of Political Materials

- Please call if you need directions or would like to arrange a tour. Phone 254-710-3540 or email [bcpm@baylor.edu](mailto:bcpm@baylor.edu)

Central Libraries (Moody Memorial Library & Jesse H. Jones Library)

- School groups must complete the [Library Instruction Request Form](#) or call the Liaison Services Information Desk at 254-710-2122 to arrange for a visit.

Keston Center for Religion, Politics, and Society

- To schedule research in the Keston Archive, contact (254) 710-4405/4647 or [Keston\\_Center@baylor.edu](mailto:Keston_Center@baylor.edu).

Texas Collection and University Archives

- Call (254-710-1268) to schedule a tour or class visit.

Minors participating in these official school groups

- must be supervised by an appropriate number of teachers and/or parents
- must wear a "school visitor" badge or nametag, and
- must abide by all library behavioral guidelines.

The school must submit a roster of students and adult sponsors prior to or immediately upon arrival at the library, and the school must provide a cell phone number of the teacher or staff member accompanying the group.

Adult sponsors are responsible for ensuring that, as students move about the building(s) to do their research, the students conduct themselves appropriately. Inappropriate student behavior or failure to properly monitor students is grounds for immediate dismissal of the school group from the Libraries and may result in exclusion of future groups from the same school or classroom.

### **Additional Link**

Expectations for Central Libraries Conduct (<http://www.baylor.edu/lib/centrallib/index.php?id=87651>)

*updated 10/2016*



