

## Upper Saddle River Library Unattended Child Permission Form - Grade 6 and up

A copy of the USR Library Unattended Child Permission Form and Young Adult Rules of Conduct, must be signed and returned for each school year by a parent and/or guardian.

Students in grade six and up may be old enough to use the library responsibly. If problems arise, they may be asked to leave or parents may be contacted. **YOUR CHILD MUST HAVE A WAY FOR THE STAFF TO CONTACT A PARENT OR CAREGIVER AT ALL TIMES WHEN UNATTENDED IN THE LIBRARY.** For your child's safety, it is the responsibility of a parent or caregiver to be available and accessible to pick up a child.

NJSA 30:5B-1-15 prohibits the Library from functioning as a child care center unless licensed by the State of New Jersey. Therefore, responsibility for the conduct of minors remains with the parent/guardian.

**We strongly recommend that children do not remain unattended at the Library for more than 2 hours.**

### **Emergency Library Closing Procedures**

The Upper Saddle River Library will close due to emergencies such as inclement weather, power outages, etc. If the Upper Saddle River Schools close because of inclement weather, the Library will also close. No child may be sent to the Library if the schools close early due to an emergency.

### **Unattended Child when the library is closing**

**NO CHILD 16 YEARS OR YOUNGER MAY BE UNATTENDED IN THE LIBRARY 30 MINUTES BEFORE THE LIBRARY CLOSING TIME. PLEASE PLAN ACCORDINGLY.**

**OF NOTE: THE LIBRARY CLOSSES AT 5:00 PM ON FRIDAYS. STUDENTS MUST BE OUT OF THE LIBRARY NO LATER THAN 4:30 PM**

Repeated failure of a child to leave the library by the designated time may result in the suspension of their privilege to remain in the library unattended.

**PURSUANT TO LIBRARY POLICY, STAFF CANNOT DRIVE CHILDREN HOME OR STAY PAST CLOSING TIME WITH AN UNATTENDED CHILD.**

**PLEASE REFER TO THE COMPLETE UNATTENDED CHILD POLICY and THE RULES OF CONDUCT AND PATRON POLICY ON THE LIBRARY WEBSITE.**

**RETURN THIS SIGNED FORM TO THE LIBRARY**

**Upper Saddle River Library Unattended Child Permission Form - Grade 6 and up**

**Parents please note: *IN ACCORDANCE WITH LIBRARY POLICY, NO CHILD 16 YEARS OR YOUNGER MAY BE UNATTENDED IN THE LIBRARY 30 MINUTES BEFORE THE LIBRARY CLOSING TIME.***

FOR YOUR CHILD TO BE PERMITTED TO STAY UNATTENDED IN THE LIBRARY PLEASE SIGN BELOW AND RETURN THIS FORM TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE LIBRARY UNATTENDED CHILD POLICY AND TEEN AREA RULES OF CONDUCT AND THAT YOU WILL MAKE APPROPRIATE ARRANGEMENTS FOR YOUR CHILD.

**Parent/Guardian Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Phone number:** \_\_\_\_\_

**(The Parent/Guardian Phone number must be one at which your child can reach a parent or caregiver *while* in the library.)**

**Parent/Guardian Email Address** \_\_\_\_\_

**By submitting my email address, I agree to accept email communications from the Library.**

**Library Card Number:** \_\_\_\_\_

\_\_\_\_\_  
**Emergency contact other than parent      Relationship      Phone**

Occasionally, the Library may provide a snack. Please be advised that the Library cannot monitor your child's consumption of any snack provided and assumes no responsibility for any dietary requirements or food sensitivity.

During Library teen programs, photos may be taken that include your child. If you do NOT want your child's photo to appear in Library print and electronic PR materials, please initial here: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## UPPER SADDLE RIVER LIBRARY YOUNG ADULT RULES OF CONDUCT

**Please review the following rules with a parent/guardian and return a signed copy to the Library.**

The Teen Area is reserved for students in grades 6-12. Anyone using this area, or any other area of the Library, is expected to follow these rules of conduct so that the Library can provide a clean, pleasant, and safe environment for everyone. Acceptable behavior is expected at all times.

An easy way of remembering these rules is to Respect yourself, Respect others, Respect the materials, and Respect the space. If it is not acceptable in school, it is not acceptable in the Library.

- All children must have a signed Unattended Child Permission Form on file with the Library in order to remain in the library without an adult.
- Young Adults are expected to be polite and respectful to the library staff, patrons, and each other.
- Young Adults are expected to talk softly, avoid noisy disturbances, not to run, and to refrain from going in and out of the Library repeatedly.
- Bullying will not be tolerated.
- Profane, obscene, or threatening language and gestures are unacceptable.
- Food or drink may not be brought into the Library. Pre-packaged food and non-alcoholic drinks may be consumed in designated areas only. Trash must be disposed of in appropriate receptacles. Food may not be delivered to the Library.
- Cell phone use should be limited while in the Library. In order to avoid interfering in the enjoyment of others using the Library, the use of headphones or ear buds is strongly recommended. In all instances volume on phones and other tech devices should be restricted to levels for personal use only.
- Taking or posting of photos and videos without consent of the Director is prohibited.
- Teens may not loiter or play in the lobby, in front of the building, in the parking lot, in the driveway, and at, in or near the river, or in the garden areas. The use of sports equipment is not permitted inside the Library or on Library grounds.
- Tampering with the computers, software, and security cameras is prohibited.
- Appropriate clothing and footwear are required and must be worn at all times.
- The USR Library is not responsible for personal items. Personal property left unattended is subject to removal and discard. All personal items must be taken when leaving the library, even if it is only for a few minutes.
- Violations of these rules may result in consequences up to and including suspension from the library.
- Teens are expected to follow the [USR Library Rules of Conduct and Patron Policy](#).

I have read these Rules of Conduct and agree to comply with its guidelines. I understand that violation of these guidelines may result in the suspension of my privileges at the library.

Teen Signature (Grades 6 & Up) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Parent/Guardian phone \_\_\_\_\_