

Code of Conduct for Minor Related Activities

The following guidelines are for all employees, board members, volunteers, and other agents of the Cary Area Public Library and are intended to prevent misconduct and abuse (physical, emotional or sexual) of minors (persons under the age of 18.)

1. Employees, board members, and volunteers are prohibited from speaking to minors in a way that is derogatory, demeaning, or humiliating.
2. Explicit and developmentally inappropriate conversations with minors are prohibited.
3. Explicit and developmentally inappropriate non-library materials (books, magazines, films, digital files, etc.) should not be brought onto library property or shown or distributed to minors.

Physical Contact with Minors

Some forms of physical contact with minors can be used as a positive educational and social tool. No form of physical contact should be given without the child's consent.

The forms of physical contact permitted at the Cary Area Public Library between employees, board members, volunteers, etc. and minors are limited to:

1. Handshakes, high-fives, fist bumps, and other hand-to-hand greetings.
2. Pats on the shoulder or back
3. Brief shoulder-to-shoulder hugs when initiated by the child
4. Hand holding when guiding a small child while walking
5. Hand-to-hand contact if for instructional purposes such as how to hold a paintbrush, when initiated by the child.

In the instance that a minor is being argumentative or disruptive, these same guidelines should be followed except in a situation of self-defense. In these instances, personnel should give the minor a wide berth, remain calm, contact the minor's guardian, or ask the minor to leave the building if they are over the age of 14.

In the instance that a minor's physical well-being is in danger, staff can act to protect the child as they see fit (such as an instance of a violent intruder or if a child is in the path of a moving vehicle).

Supervision of Programs Involving Minors

For the all-around safety and benefit of children and minors at library programs:

1. Cary Area Public Library sanctioned programs that are held off-site or afterhours must have at least two adults present at all times.
2. Programs for minors being led by a volunteer or a paid presenter must have a library staff member present at all times.
3. Programs for children must be held in rooms that have windows and unlocked doors.
 - a. Minor volunteers who are helping with projects in the library basement (such as moving materials for the library book sale) must adhere to the buddy system and not be alone in the basement with an adult.
 - b. Adult volunteers bringing their own minor children onto library property are responsible for their minor children at all times.
4. In instances where staff members are working one-on-one with a minor, the door of the room must be left open and a second adult must be in the building.