

**Montgomery County Memorial Library System
Policy Manual**

**Group Services GRP- 7
Special Programming for Youth Camps and Daycares**

I. POLICY STATEMENT

Montgomery County Memorial Library System (MCMLS) supports early literacy and recognizes the importance of visiting the library at an early age. Regular and featured programming, including specially arranged daycare storytimes, may be available to children in daycares and other child care programs based on building capacity and staff availability, subject to the requirements in this policy.

II. REGULATIONS

1. For the purpose of this policy “Daycare” refers to all licensed child care providers, other organized child care programs and day camps.
2. Daycares in the library must have an appropriate number of chaperones/guardians to maintain order and supervise the members of the group. Daycare providers must remain in the Library with the children for the duration of the library visit and are responsible for their behavior while they are visiting the library. (CUS -1 Customer Behavior Policy)
3. The Library assumes no responsibility for children left unattended.
4. Regular programs, such as storytimes, are small group programs structured for families. Daycares are required to schedule a separate storytime program.
5. For summer reading programs or special events, the general public will be given first priority access to the event, then daycares will be allowed entrance based on space availability. Advance notice of attendance for daycare groups is required, but does not guarantee entry, for all summer reading events and other special programs open to the public.
6. For Group Tours and Instructional Visits, please refer to the Group Tour Policy.

III. GUIDELINES

1. Daycare group size will determine the need for a special storytime. Group size will be determined at each location.
2. Advance notice requirements vary by branch and is at librarian discretion.
3. The library staff should use their discretion in handling situations.
4. Any disruptive behavior should be addressed according to the Library’s Customer Behavior Policy.