

# Augusta University

## Policy Library

### Use of Libraries by Minors

**Policy Owner:** Library

#### **POLICY STATEMENT**

Any persons under the age of 18 are required to have his/her legal guardian sign a consent form approved by Augusta University Office of Legal Affairs in order to use the University Libraries facilities. The consent form will be kept on file at the respective library involved and must be updated on a yearly basis. Exceptions to this policy include:

1. An individual who is a currently enrolled student at Augusta University or,
2. An individual who is part of an institutionally sponsored educational program or,
3. An individual who is part of an escorted, scheduled tour

Age	Consent Form Required?	Accompanied by Legal Guardian?	Can use Community Computers?
13 and Under	N/A	Yes	Yes
14-17	Yes	No	Yes

The parent or guardian of any minor using the University Libraries is responsible for any fees, fines, damage to the library or its collections, or other costs incurred by the minor at the library.

The University Libraries provide unfiltered Internet access to information. The library collection contains legitimate academic images of anatomy and sexuality that some people may find objectionable.

Furthermore, it is against the law and Augusta University policy for anyone to use the Internet for any illegal purpose, such as the distribution of obscene materials to minors.

Augusta University reserves the right to revoke library privileges to those persons who fail to follow the rules of the University Libraries, and to remove such persons if necessary. Parents or guardians will be held responsible for any fees imposed on a minor pursuant to the rules of the libraries and for any damage to the libraries or their collections caused by said minor. The Libraries are not responsible for the safety or security of a minor beyond normal public safety standards.

The University Libraries' collections include legitimate academic materials regarding anatomy and sexuality that some people may find offensive. Augusta University and its library employees do not monitor Internet usage, and Augusta University assumes no responsibility

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**Office of Compliance and Enterprise Risk Management Use Only**

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**Policy Sponsor:** Librarian

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for any use of its computer workstations. Therefore, parents or guardians of minor children using the University Libraries are required to sign a consent form giving their minor child permission to use libraries.

## AFFECTED STAKEHOLDERS

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

## DEFINITIONS

**Minor:** Individual under the age of 18 who is not enrolled in Augusta University

## PROCESS & PROCEDURES

- The following procedures must be followed if a minor child wishes to use the University Libraries facilities:
  - Library staff will supply a consent form to minor/parent/guardian upon his/her request for a minor to use the library resources.
  - Parent or guardian must sign consent form and return it in person for each minor child wishing to use the library, to each library that will be used.
  - Staff will verify identity of parent/legal guardian.
  - Form will be placed on file at the library to be used and retained for one year.
  - Parent or guardian must sign a new form for each library used, for every year of access to library services for each minor child.

## REFERENCES & SUPPORTING DOCUMENTS

**Minor Consent Form:**

[http://augusta.edu/library/greenblatt/services/documents/minor\\_consent\\_form.pdf](http://augusta.edu/library/greenblatt/services/documents/minor_consent_form.pdf)

## RELATED POLICIES

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## APPROVED BY:

President, Augusta University and CEO, AU Health System      Date: 11/10/2017