

UNATTENDED CHILDREN

Children are welcome in the library; however, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library.

- All children aged 10 years and under shall be adequately supervised by a responsible caregiver at all times. Children shall not be considered adequately supervised if their caregiver is participating in a meeting, class, or program held in a different room. Children under age 11 shall not be considered adequately supervised in the computer lab if the caregiver is not in the lab with them. Caregivers using the computer lab must keep any children under age 11 with them in the lab.
- Caregivers are not required to stay with children during scheduled summer reading programs; however, library staff is not responsible for the supervision and well-being of dropped off children. If the caregiver chooses to leave the building, s/he will be at the library when the program is scheduled to conclude. Persons responsible for children who have special needs related to physical or mental ability, disruptive behavior, emotional problems, lack of adequate attention span, incomplete social skills, or children who cannot take themselves to the restroom...etc., shall remain with their children at all times.
- Children 11 years and older may use the library unattended, subject to the rules and regulations of this library.

If a child 10 years and younger is left unattended, the following procedure will be enacted:

- Staff will notify a supervisor and will stay with the child as they try to locate the responsible person by searching nearby area or paging on the library intercom. If no name is known, page using the child's name or physical appearance.
- When such person is located, staff will explain the library policy in regard to children, and give them a copy of the unattended children policy.
- If the responsible person is not located within a half-hour, or if the library is closing within a half-hour, the staff will notify the police to pick up the child. Staff will remain with the child in the building until the parent or police arrives.

If a child is reported missing staff will:

- Obtain name, age, and description of child.
- Page the child on the intercom.
- Post staff who have the child's description at exits to make sure child doesn't leave if still in the library.
- Check all possible areas (restrooms, etc.) within the library.
- Notify responsible person of your actions.
- Recommend to the parent or the responsible party that the police be notified if the child is not found.

If children who staff feels aren't competent to be left alone or to walk home, are still at the library near closing time, staff will make efforts to locate a responsible party (and document same). As a last resort, call the Police Department who will call Social Services.

Adopted by the Library Board on 1/10/2002, revised 6/8/2006, 3/12/2009, 7/13/2011