

Unattended Child Policy

Children are welcome in the Library and we encourage them to participate in any age-appropriate activity while they are here. At all times, the safety and welfare of children using the Library facilities is our highest concern. However, the Library is unable to care for visiting children; therefore parents, guardians, and caregivers must be responsible for monitoring the activities and behavior of their children at all times while at the Library.

- Any child **under 10** years of age must be supervised by a parent, guardian, or responsible caregiver who is physically present in the Library during the child's visit.
- Children **10 years or older** may use the Library unattended, subject to the rules and regulations of the Library.
- Destructive, abusive, or disruptive actions, running, horseplay, and fighting are prohibited on all Library property, both inside and outside. Any person participating in such behavior will be asked to leave the Library property.
- If a child is reported missing, the following procedures will be enacted:
 1. The staff will page the child on the intercom.
 2. The staff will obtain the name, age, and description of the child.
 3. The staff will check all possible areas (stacks, offices, stairways, restrooms, etc.) within the Library.
 4. If the child is not found, the staff will recommend that the parent, guardian, or caregiver notify the police.
- If a child under 10 years of age is left unattended, the following procedures will be enacted:
 1. At least two staff members will remain with the child in a public area at all times until the responsible person (parent, guardian, or caregiver) or the police take custody of the child.
 2. The staff will notify a supervisor of the situation.
 3. The staff will attempt to locate the responsible person by searching nearby areas and restrooms.
 4. The staff will page the responsible person by name on the intercom.
 5. If the responsible person's name is unknown, the staff will page using their best description of the child. **DO NOT** announce the child's name.
 6. If the responsible person is not located within 30 minutes or if the Library is closing, the staff will notify the police and ask them to pick up the child.
 7. When the responsible person is located, check their ID before releasing the child into their custody. The staff will explain the *Unattended Child Policy* and give them a copy of the policy.
 8. The staff should not touch a child, leave them alone, offer them a ride, or be alone with the child.