



## **Unattended Children Policy**

### **I. Overview**

Children under the age of nine who are left unattended or appear to be in the facilities without adult supervision can be a cause of concern to the library. Issues of safety, liability, and responsibility motivate the library to address this potentially serious problem. It is the policy of the board of trustees to require that parents, guardians, or other individuals who are responsible for children under the age of nine not leave them unattended in the library.

### **II. Procedure**

The following procedure will be used if it is determined that a child is lost or left unattended for more than one half hour:

- A. A staff person will attempt to locate the parent, guardian, or individual who is responsible for the child within the building.
- B. If the parent, guardian or responsible party cannot be found in the building, a staff member will stay with the child while other staff members continue to attempt to locate the parents.
- C. If the parent, guardian, or person responsible for the child has not been located within an hour, or if the library is closing, a staff member will be directed to notify the police.
- D. Under no circumstances shall a staff member take the child out of the building.

Adopted by the Board of Trustees 10/9/03

Reviewed by the Board of Trustees 11/18/07

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