

# ARCHBOLD COMMUNITY LIBRARY

## UNATTENDED CHILD POLICY

The Archbold Community Library is dedicated to providing a welcoming and safe environment for people of all ages. We especially welcome young people to use our facilities and services. However, responsibility for the behavior and well-being of children using the library rests with the parent or caregiver assigned by the parent.

When children are left alone, they may become frightened or anxious. They may become bored and restless and could disturb the enjoyment and work of others. Librarians cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

**It is not the function of the library to provide childcare services after school or for parents who want to drop their young children off at the library for the evening.**

Therefore, the following regulations have been established regarding the safety and behavior of young children in the library:

**Children under the age of 9** may not be left unattended by an adult. Parents visiting the library with their children must supervise their children at all times. If a child under the age of 9 is found unattended, staff will attempt to locate the parent or other caregiver, either within the building or at home, and explain the rules regarding unattended children. If the parent or caregiver is not in the building, they may be asked to come and pick up the child or remain in the library with the child. If a parent/caregiver cannot be located and the child remains in the library for an extended period of time, the Director will inform the parents by letter of the rules regarding unattended children. If a child continues to be left unattended at the library by parents who have been made aware of the policy and who are uncooperative with staff, law enforcement will be notified to pick up the child.

If a child under the age of 9 is found without an adult at closing time, staff will attempt to locate the parent or caregiver. If a parent or caregiver cannot be located within 15 minutes after closing time, or a parent or caregiver cannot pick up the child within 10 minutes after being notified following closing, law enforcement personnel will be contacted to pick up the child. Staff will inform the parent/caregiver of this stipulation when notifying them to pick up the child. Two library staff members will stay with the child after closing until the parent or law enforcement personnel arrive.

**Children ages 9-17**, while capable of using the library on their own, are still legally the responsibility of the parent or caregiver. The parent/caregiver will be held responsible for the conduct of the child while at the library. Youth violating the Rules of Conduct as posted in the library, may be asked to leave the library and staff may contact the parent or caregiver to inform them of the child's inappropriate behavior. If at closing time, a young person in this age group is not able to leave the library without an adult, or does not have appropriate transportation home, the same procedures will be followed as with a younger child. This is of particular concern during inclement weather and after dark.

Under no circumstances will staff provide transportation for a child.

In any of the above situations requiring staff action in regards to youth conduct or safety, staff will complete an Incident Report which will be kept on file in the Director's office.

Adopted by the Library Board of Trustees  
March 26, 2001