

## COLUMBIA HEIGHTS PUBLIC LIBRARY

### STATEMENT OF LIBRARY POLICY ON UNATTENDED CHILDREN

#### POLICY

#### STATEMENT:

~~The intent of this policy is to ensure the safety and well-being of all children who use the library.~~ Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or caregiver. ~~Alt~~Though staff will ~~always~~ respond with care and concern, they cannot assume responsibility for unattended or vulnerable children's safety and comfort ~~when they are unattended~~. Disruptive children aged 8 and older will may be asked by staff to leave the building after ~~one~~ verbal warning.

#### GUIDELINES AND PROCEDURES:

1. ~~Disruptive~~ Unattended Children aged 8 and Older
  - a. Staff will ask children who are being disruptive to correct the behavior.
  - b. If the disruptive behavior continues, the child will be asked to leave the building.
2. Unattended Children aged 7 and Younger
  - a. Staff will ask children who are being disruptive to correct the behavior and will attempt to locate a parent or caregiver.
  - b. If a child becomes frightened or appears lost, staff should comfort him-them and attempt to locate a parent/-caregiver.
  - c. When the parent or caregiver is located, staff will explain that parent/caregiver is responsible for their children ~~and describe the library's unattended children policy.~~
  - d. If the parent or caregiver is not found in the building within fifteen minutes staff will notify the police and stay with the child until the situation is resolved.
  - e. If the library is closing and no parent or caregiver is located, 2 staff members will remain with the child for up to fifteen minutes. ~~At~~ If a parent is not located within fifteen minutes, that time staff will call the police and remain with the child until the situation is resolved.

- f. Under no circumstances is a staff member to accompany a child outside of the building, ~~to~~ leave a child alone outside a closed building after dark or in inclement weather, or to transport a child in a personal vehicle.

Approved: \_\_\_\_\_

Columbia Heights Public Library Board of Trustees \_\_\_\_\_  
Barbara E. Miller, chair

Adopted 3/97

Revised 9/7/99; 7/1/03; 6/15/07; 9/4/07; 12/1/2021