

WARREN LIBRARY ASSOCIATION
UNATTENDED CHILDREN
POLICY MEMORANDUM
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The Board of Directors and staff of the Warren Public Library (Library) welcome people of all ages to use the Library and encourage them to do so. Because the Library is a public building, a large and diverse group of people walk through the doors on a daily basis. This diverse group consists of both known local citizens as well as strangers.

The Children's Department provides a variety of services for children and the adults who care for them. However, the Children's Department does not provide service as a care center for children who are left unsupervised while parents, guardians or caregivers are outside of the Children's Room or of the Library. In order to ensure that children remain safe in the Library, the following rules are in effect:

- Parents, guardians and caregivers bear the total responsibility for the behavior, safety and supervision of their children at all times while the children are on Library property, both inside and out. Library staff are not responsible for the care, supervision or safety of children while they are on Library property.
- Children aged six (6) and under may not be left unattended in any part of the Library for any reason. Children aged six (6) and under must be accompanied by an individual aged twelve (12) or older at all times and in all areas of the Library. This individual should carry emergency information about the child in his or her care.
- Parents, guardians and caregivers are expected to accompany children aged six (6) and under to Library programs.
- Children aged seven (7) and over who are independent and mature enough to utilize the Library for information and recreation without an adult are welcome. If a child is not able to leave the Library without an adult, he/she should not be in the Library without an adult. Children who are not using the Library appropriately will be given a warning. If they do not heed the warning, they will be asked to leave in accordance with the Library's Behavior Code Policy.
- Parents, guardians and caregivers should not direct their children to the Library in the event of emergency school closings because the same conditions that have caused school closings may also affect Library operations.
- Parents, guardians and caregivers should be cognizant of the Library's hours of operation and make proper plans to meet and/or provide for their child's transport. The Library is not responsible for children outside waiting for transportation or for children left at the Library before it opens.
- If a child is found to be unattended, a Library employee will comfort the child and make every effort to find the parent, guardian or caregiver in the Library. When

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the parent, guardian or caregiver is located, he/she will be given a copy of the Unattended Children Policy.

- If a child is found to be unattended thirty (30) minutes prior to closing time, staff will help the child call the parent, guardian or caregiver. If the parent, guardian or caregiver does not arrive within fifteen (15) minutes of closing time, Library staff will call the Warren City Police to request assistance, including but not limited to making contact with the parent, guardian or caregiver and /or Children and Youth Services; and/or transporting the child. Two staff members will remain with the child until an officer arrives, and the Executive Director will be notified of such action. Once the child is in custody of authorities, a note will be left on the Library doors directing the parent, guardian or caregiver to the police for further information. This note will be written in such a way that the child's confidentiality will not be violated.

Under no circumstances will Library staff transport a child from the Library to another location.

Adopted by
Warren Library Association
Board of Directors
March 16, 2009