

Policy 410 Unattended Children Policy

Unattended Children Policy

The Sugar Grove Public Library District welcomes and encourages the use of its services and facilities by children of all ages. Staff members are committed to helping children find materials that meet their needs, providing a welcoming environment, and planning and presenting programs that enrich, inform and entertain. The Library is unable to assume responsibility for unattended children. Library facilities are neither designed for nor licensed to provide childcare. A parent or guardian is responsible for his or her child whether he or she is present or not. The intent of this policy is to ensure the safety of children while they use the Library.

Children under the age of eight (8) may not be left unattended in any part of the Library and must be under the direct supervision of a parent, another responsible adult, or caregiver (age 14 years or older) at all times.

Children ages 8 years and older may use the library without direct supervision, provided they are willing and able to care for themselves and meet the expectations outlined in the Patron Behavior Policy.

Disruptive children under age 8 will be handled according to the Unattended Children Procedures outlined below. Disruptive children ages 8 years or older may be asked to leave the building under procedures outlined in the Patron Behavior Policy. If a disruptive child age 8 years or older is asked to leave the building, he or she will be asked to contact a parent or responsible caregiver to come to the Library and get him or her. If a parent or responsible caregiver cannot be reached, police may be asked to take responsibility for the unattended child.

At Library Programs:

Some library programs require a parent or responsible caregiver to accompany the child during the program. For all other library programs, a parent or caregiver of a child under age 8 must remain in the Library and be readily available throughout the program.

At Closing Time:

Library staff make an announcement fifteen (15) minutes before closing to remind library users to arrange for transportation if necessary. A Library telephone may be used for this purpose. If a child under the age of fourteen (14) cannot reach a responsible caregiver, two or more staff

persons may wait with the child for up to fifteen minutes. At fifteen minutes after closing, staff will contact the police to inform them of the unattended child. If police are contacted, an incident report will be filed, and the police will take custody of the child. Appropriate social services may be contacted for repeated offenses. At no time will a staff member stay alone with a child. Staff members will never transport a child or children off Library property.

Unattended Children Procedures

1. First occurrence of disruptive behavior
Staff will approach the child and/or parent or responsible caretaker to make them aware of the Patron Behavior and Unattended Children policies.
2. Second occurrence of disruptive behavior
Staff will ask the parent or responsible caregiver to stop the disruptive behavior.
3. Third occurrence of disruptive behavior
Staff will ask parent or responsible caretaker to remove the disruptive child from the premises and return at a later time.
4. Repeated or unreasonable levels of disruptive behavior, or any behavior that is destructive to Library property, may result in banning from the Library for a period of time to be determined by the Library Board of Trustees.

Adopted July 24, 2014