

Policy 5 – UNATTENDED MINORS

5.01 GENERAL

- (a) A primary mission of the Library is to provide a safe, secure, comfortable and convenient facility for Patrons and staff. This is especially true for Minors who visit the Library.
- (b) Although staff is available to assist and provide general guidance, the Library does not provide childcare services.
- (c) The Library does not assume responsibility or liability for Unattended Minors. The Library does not assume liability for property damage or harm to other persons caused, directly or indirectly, by any Patron.
- (d) Attaining the desired and appropriate environment for Minors requires the communication and cooperation of both staff and Responsible Adults.

5.02 DEFINITIONS – For purposes of this Policy

- (a) "Adult" means any Patron who is 18 years or older.
- (b) "Minor" means any Patron under the age of 18 years.
- (c) "Minor Child" means any Minor under the age of Eight.
- (d) "Parent" includes natural parents or legal guardian.
- (e) "Patron" means any person (other than Library staff) in or on Library property.
- (f) A Minor is "Unattended" if there is not within the Library building a Responsible Adult with respect to that Minor.
- (g) "Adult Caregiver" includes any Adult who may be temporarily responsible for the safety, welfare, or behavior of a Minor. Examples include, without limitation: Adult family members, teachers, day-care staff or volunteers, or employees of public or private organizations responsible for supervision of the Minor. The term does not include Library staff or volunteers.
- (h) "Responsible Adult" means the Parent or Adult Caregiver of a Minor.

5.03 REGULATIONS

- (a) If any Minor is not able to leave the Library without an Adult, then that Minor should not be in the Library Unattended.
- (b) Minors should know how to reach their Responsible Adult at all times. Library phones may be available for emergency use.
- (c) Parents should be aware of circumstances for unexpected closings of the Library (storms, power outages, etc.). Library hours of operation are posted online, at the door, on signs, and in handouts.
- (d) Staff is not permitted to remain after hours with an Unattended Minor nor provide transportation home. A Responsible Adult or the police may be called to pick up the Minor.

- (e) Minor Children up to age eight must have a Responsible Adult in the immediate vicinity of and in visual contact with that Minor. Minor Children must not be left Unattended at the Library.
- (f) Minors, regardless of age, may need Adult supervision to ensure their safety and to maintain appropriate behavior and responsible Library use.

5.04 INAPPROPRIATE BEHAVIOR

- (a) No Patron, including Minors, are allowed to engage in prohibited behaviors set out in Policy 1 – Behavior or behaviors described in this Section 5.04.
- (b) Examples of inappropriate behavior may include but are not limited to:
 - (i) Disruptive behavior such as running, shouting, climbing, acting rudely, engaging in horseplay, playing audio excessively loud, etc.
 - (ii) Verbal or physical abuse of staff or other people in the Library, such as cursing, talking back, making rude or demeaning comments, hitting, biting, kicking, punching, teasing other Patrons, hiding property, etc.
 - (iii) Damage to property of the Library or others, such as breaking or ruining supplies, improper use of furniture or equipment, damaging books, theft, etc.

5.05 PROCEDURE IN THE EVENT OF INAPPROPRIATE BEHAVIOR

- (a) Library staff members may, at their sole judgment and discretion,
 - (i) determine that a Minor is engaging in Inappropriate Behavior in violation of paragraph 5.04 above, and
 - (ii) ask the Minor to cease such behavior and to comply with Library rules or instructions.
- (b) If the Minor refuses to cease or otherwise continues in such behavior, then the Library staff member shall attempt to locate and inform that Minor's Responsible Adult within the Library. Library staff members may request that the Responsible Adult remove the Minor from the Library or Library grounds.
- (c) If a Responsible Adult cannot be located within the Library, then such Minor will be given the opportunity to make a phone call to a Responsible Adult to inform them of the circumstances and give them reasonable opportunity to pick up the Minor.
- (d) If, when asked by Library staff, a Minor refuses or fails to leave the Library, to reach a Responsible Adult, or to obtain transportation, see 5.05(e) below.
- (e) Library staff may refer Minors who are left Unattended in the Library to appropriate authorities including the police or child welfare agencies.

5.06 REVISION HISTORY

- (a) Approved November 10, 2011
- (b) Amended January 12, 2012
- (c) Revised and approved by the Library Director and Board of Trustees July 14, 2022

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