

Unattended Children

POLICY STATEMENT: Parents may not leave children, under the age of six, unattended in the Library and are responsible for their children's behavior while in the Library.

CHILD LEFT UNATTENDED:

'Unattended' means that the parent is not in the building with the child. If it is determined that a child is lost or left unattended, a staff member should bring the child to the person on duty in the children's room. The children's librarian shall then try to identify and locate the parents or responsible adults. The following steps should be followed:

1. The Children's Librarian shall walk around the Library with the child, looking for the parent or responsible adult*.
2. If the parent is not found in the building, the Children's Librarian should confer with the person in charge. During the day this would be the Director or Assistant Director. In the evening this would be the librarian in the Reference area .
3. The child shall stay with the librarians until the parents are located. When the parent is located, the parent or responsible person* will be informed of the Library's policy on unattended children.
4. If the parents have not returned or been located within an hour of the initial determination that the child is lost or unattended, or if the Library is closing, the Librarians shall call the police. At no time should a library employee take the child home.

* Responsible person - We should not turn the child over to anyone unless we are absolutely sure they are the parents or have the permission of the parents; and if someone shows up and says they have the parents' permission, to check this with the parents' before allowing the child to leave with them.