

Unattended Child Policy

POLICY STATEMENT: Parents and guardians may not leave children under the age of twelve unattended in the building and are responsible for their children's behavior while in the library.

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

The children's librarian will walk around the library with the child and attempt to locate the parent, guardian, or responsible adult*.

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 reference librarian.

The child will stay with a staff member until the parents are located. When the parent or guardian is located, the parent, guardian, or responsible person* will be informed of the library's policy on unattended children.

If the parent or guardian has 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, staff will call the police. At no time should a library employee take the child home.

* Responsible person - Children will not be turned over to anyone unless we are absolutely sure they are a parent or guardian, or have the permission of the parent or guardian. If someone other than a parent or guardian shows up and says they have permission, staff will verify with a parent or guardian before releasing the child.

Approved by the Greenville Public Library Board of Trustees 8/21/25