

GOES INTO EFFECT ON NOVEMBER 1, 2018

Unattended Children Policy Kendall Young Library

Adopted: September 17, 2018

Kendall Young Library welcomes and encourages children to experience the collections, services, and programs the Library offers. We care about the safety and well-being of our young patrons. While library staff is always working to create a safe environment for everyone, parents, guardians, and caregivers are responsible for their children's safety and welfare and for monitoring their children's activities and behaviors.

The following protocol ensures their use of the Library is a positive and safe experience:

- Library staff cannot assume responsibility for the safety and well-being of any child. The physical make-up of the building makes it impossible for staff to see patrons at all times.
- Our professional services do not include babysitting. The Library does not have the staff, the staff training, or the State certification to act as a child-care facility.
- Children age 5 and younger must be under direct visual supervision by a parent or caregiver at all times in the library. A caregiver is defined as someone who has completed 5th grade or older and has the mental and physical capability to care for the child.
- The Library requires that caregivers of children age 5 and younger stay with the child, unless the child is participating in a Library sponsored program.
- During library sponsored programs, the parent/caregiver must remain in the building if the child is age 5 and younger. The parent/caregiver must return to the program area by the end of the event.
- Children age 6 and over may be left unattended at the discretion of a responsible adult. Children will be expected to display appropriate behavior, conducive to maintaining a peaceful atmosphere in the building for all patrons. (See Patron Conduct Policy)
- Children between the ages of 6-9 years old may not be left unattended for more than three hours.
- Kendall Young Library assumes no responsibility for children left unattended on library premises.
- Children age 6 and over must know how to reach an adult in case of an emergency, and both child and adult should be aware of library hours.
- Children who leave Library property on their own are not the responsibility of the Library or the staff.

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- Parents are responsible for their children's behavior while in the library whether or not the parent is present. Parents are also responsible for any disturbance or damage done to the library by their child. (See patron conduct policy)
- If the staff determines that a child needs a responsible adult, staff will attempt to reach the parent or caregiver by telephone. If the responsible adult cannot be reached or is reached but does not come within a reasonable amount of time to pick up the child, the staff will report the circumstances to either law enforcement or the appropriate social services agency.
- Children who depend on adults for transportation home must be picked up before the Library closes. Adults responsible for unattended children using the Library should be aware of the Library's hours and special holiday schedules and make arrangements to meet children on time.
- The library will call Law Enforcement if a child is left at the library without transportation after library closing hours. The parent or guardian of the child will be charged a fee of \$1.00 per minute per child if library staff is required to stay after closing until a responsible party or the police arrive.
- Parents are reminded that they are responsible for supervising their children's access to Library materials. While staff members are always available to lead young people to interesting materials selected with children's interests and needs in mind, it will be assumed that children who visit the Library unattended are authorized to use the full range of materials available to our patrons.

Parents and caregivers who disregard this policy risk losing library privileges for a period of time to be determined by the director.

Exceptions to this policy can be made at the Director's discretion.

Library Hours:

Monday 10:00am to 6:00pm
Tuesday 10:00am to 8:00pm
Wednesday 10:00am to 8:00pm
Thursday 10:00am to 8:00pm
Friday 10:00am to 6:00pm
Saturday 10:00am to 5:00pm

Closures and Special Hours 2018:

Wednesday, November 21: 10:00am to 3:00pm
Thursday, November 22: Closed
Friday, November 23: Closed
Saturday, November 24: Closed
Saturday, December 22: Closed
Monday, December 24: Closed
Tuesday, December 25: Closed
Saturday, December 29: Closed
Monday, December 31: Closed
Tuesday, January 1: Closed