

# Library Unattended Minor Policy

## Purpose

To ensure the safety and well-being of children in the library and to clarify the responsibilities of parents, guardians, and library staff.

## Age Requirements and Supervision

- Children under age 8 must be accompanied by a responsible caregiver age 16 or older at all times
- Children ages 8-10 may use the library unattended for up to 2 hours, provided a parent/guardian is reachable by phone
- Youth ages 11 and older may use the library independently during regular hours
- Caregivers must actively supervise children, remaining in the same area of the library

## Caregiver Responsibilities

- Caregivers must remain in the building while supervising children under 8
- Caregivers are responsible for monitoring children's behavior, safety, and wellbeing
- Library staff is not expected to wait for children to be picked up if they are unattended after hours at the library
- Library staff cannot assume responsibility for unattended children
- Parents/guardians must provide current emergency contact information
- Caregivers should be aware of library closing times and ensure prompt pickup

## Behavior Expectations

- Children of all ages must follow the library's code of conduct
- Disruptive behavior will result in:
  1. First warning to child and/or caregiver
  2. Second warning with potential loss of library privileges
  3. Parent/guardian notification
  4. Possible requirement for direct supervision during future visits

## Safety Procedures

- Staff will attempt to contact parents/guardians if:

- An unattended child is found frightened or crying
- A child is deemed to be in danger
- A child's behavior is disruptive and warnings have been issued
- A child under 12 is still at the library at closing time
- If parents cannot be reached and the situation is urgent, staff may contact local law enforcement

## **Closing Time Procedures**

- Children under 12 must be picked up 15 minutes before closing
- Staff will attempt to contact parents/guardians of unattended children
- Repeated late pickups may result in suspension of library privileges

*Drafted: Oct. 24, 2024*

Adopted and approved by the Starr Library Board of Trustees

Dated: Dec. 19, 2024