

## Children's Use of the Library

Service to children is a major focus of the library's mission. Parents are responsible for the behavior of their children. Children under the age of nine who are visiting the library should always be accompanied by an adult. Teachers are responsible for the conduct of their students while they are in the library for a class visit or tour. If parents and teachers do not instruct the children to be quiet when they are being disruptive, library personnel will assume the responsibility.

Parents are solely responsible to monitor the content of materials checked out by children under age 18. Any warning labels that may appear on materials are for informational purposes only.

Library personnel reserve the right to ask anyone loitering or otherwise conducting themselves in a suspicious manner in the children's area to leave the Children's Library.

The Library does not have a specific responsibility to care for or to watch out for children left unattended in its facilities. If an unattended child behaves in a disruptive manner, the child may be warned, and if behavior continues asked to leave the library, weather permitting. Library staff may ask the police to remove a disruptive child for purposes of safekeeping if a parent or guardian is unable to pick up the child.

If a child has been left unattended at the time of closing, staff has the responsibility to decide if the child may be left unattended until the parent arrives. If the staff decides the child is too young to be left waiting outside, or there is inclement weather, the following guidelines apply.

### Guidelines:

- Staff should assess the situation 30 minutes before closing to determine if any children are alone. Ask the child to call the parent to find out if someone is on the way to pick him/her up.
- In no case should a staff member drive the child home.
- Two staff members should remain with the child. They should stay inside the building until 15 minutes after closing.
- If a parent has not arrived within 15 minutes, the staff will contact the Jamestown Police Department. Staff will remain until the police arrive. A message for the parent will be left on the entrance door stating where the child may be found. **Do not post the child's name.**
- The staff should document the incident and notify their supervisor as soon as possible.

**Memo to be posted on the door:**

Dear Parent of the child left at the library,

For your child's safety, library staff has been instructed not to leave children unattended after closing hour. Since a parent did not pick up the child after the library closed, the child was placed under the protection of the Jamestown Police Department.

You may obtain more information by calling or stopping by the Police station.

Phone number: 252-1000

Address: 205 6<sup>th</sup> St. SE, Jamestown

Date: \_\_\_\_\_

Time: \_\_\_\_\_