

<b>Brookings Public Library:</b>	Title: <b>Unattended Children Policy</b>	
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Policy Source: Director of Library Services	Policy Audience: Brookings Library Staff and Patrons	Total Pages: 2

**I. PURPOSE**

To establish a written policy in regard to unattended children in the Library building.

**II. POLICY**

The Brookings Public Library encourages visits by children, and wants their visits to be memorable and enjoyable.

**III. DEFINITIONS**

A. Unattended: the parent or responsible person is not in close proximity to the child.

**IV. ADMINISTRATION**

- A. Parents are responsible for their children’s behavior in the library. Library staff cannot be expected to assume responsibility for the care of unsupervised children.
- B. It is the policy of the library that all children seven years of age and under must be in the company of a parent or responsible person who is fourteen or older while in the library.
- C. If a child aged seven or under is attending a Library program, a parent or responsible person must remain in the library until the conclusion of the program.
- D. If a child is left unattended in the Library, the staff will attempt to locate his/her parent/care provider. If a parent/care provider is in the Library, they will be informed of the Library’s policy concerning unattended children.
- E. If a parent/care provider is not found in the Library, staff will attempt to locate the parent using library card registration. A parent, when contacted, will be informed of the Library’s policy concerning unattended children. If the parent is unable to be contacted, the police will be called to help in locating the parent and/or escorting the child home.

- F. Fifteen minutes before closing time, Library staff will remind young people to contact a parent/responsible person for a ride home.
- G. If a parent/responsible person cannot be reached or does not arrive within fifteen minutes past closing time, the police will be called to escort the child home.
- H. The Library staff is not permitted to give any child a ride home.