



## **Unattended/Safe Child Policy**

### **Purpose**

The Orange City Public Library welcomes the use of its facility by children of all ages. The library is a public space and patrons of all ages are welcome. Our services and programs are offered to make the library appealing to children, to encourage them to visit the library and to develop a love for books, reading and libraries. The Unattended/Safe Child Policy is placed for the protection, safety and well-being of the children in our community.

### **Policy Statement**

The Board of Trustees asserts that it is the responsibility of parents or guardians to provide childcare. The library will not accept the responsibility of surrogate care provider for children in the library. Parents or guardians are responsible for their children's behavior while at the library.

- Children age 8 and younger must be accompanied by a parent or responsible guardian/caretaker (14 years of age or older) at all times.
- A child may attend a program in the program room unaccompanied; however, the caregiver must remain in the building at all times.
- Children 9 and older may be left unattended, provided they follow library rules and behavior policy.
- Children engaging in disruptive behavior will be subject to the Code of Conduct Policy terms and conditions
  - For unattended children under the age of 9, staff will attempt to locate the parent or guardian by telephone.
  - Police may be called to assist.
  - Repeated incidences or the inability of the parent to provide immediate assistance may result in suspension of library privileges for the child or parents or guardians of the child.
  - Additional action is at the discretion of the Administrative Librarian.

## **Actions**

- If unattended children remain at the library at closing time, two staff members will wait with the child and attempt to call the parents or guardians.
- The Orange City Police will be called fifteen minutes after the library has closed and the child will be placed in their custody.
- **Under no circumstances** will library staff transport a child to another location or take the child from the building.