

## **Brimfield Public Library District**

### **Unattended Children Policy**

Children under the age of 8 may not be left unattended in the library.

Unattended is defined to mean a parent, guardian, or responsible adult over the age of 17, is not directly in charge of a child under the age of 8; or a child over the age of 8 is left in the library at closing time.

Children under the age of 8 must be with their parent, or responsible adult, at all times while in the library.

If staff suspects a child is unattended, the following procedure shall be followed:

1. An in-charge staff person will try to identify and locate the child's parent or responsible adult within the library building and inform them of this policy.
2. If the parent or responsible adult is not found in the building, an in-charge staff person shall stay with the child and try to locate the parent or responsible adult by patron records, or other means available.
3. If the parent or responsible adult is located elsewhere, the in-charge staff person will explain this policy, and they will be asked to pick-up their child immediately. If the child is not picked-up within 15 minutes, the police will be called.
4. If a parent or responsible adult cannot be located, the in-charge staff person will call the police and stay with the child until the police arrive.

Approved at the Regular Trustee Meeting on March 2, 2015