

# Heyworth Public Library District

## Unattended Children Policy

Parents are responsible for the behavior of their children while they are in the Library. The Heyworth Public Library staff is committed to helping children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers, or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child. (Form follows.)

Children under the age of seven must be accompanied and directly supervised at all times by a parent or other responsible caregiver. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

From time to time, the Heyworth Public Library schedules or provides programs which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate, and if no indication is included, then supervision is required. When so indicated, if the parent or caregiver intends to be absent, they must leave word at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

Children seven and older may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct, and demeanor.

### **Unattended Children After Hours**

In the event a young person is still at the library 15 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during those 15 minutes to reach parents, but in no instance will staff take young people home.

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### **Unattended Children Parental Notification Letter**

Dear \_\_\_\_\_,

The Heyworth Public Library has recently experienced an incident involving your child, \_\_\_\_\_, where they were on Library grounds unattended by you or a responsible caregiver. A copy of the Library's policy on Unattended Children is enclosed here for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.

Very Truly Yours,

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Library Director