Parents (or legal guardians or caregivers) are responsible for the care, safety, and behavior of their children aged 17 and under.

[A “caregiver” is defined as a responsible person at least 12 years of age.] Persons age 18 and older are considered adults. Persons aged 12-17 are subject to the provisions below under the heading “Unaccompanied minors.”

**Children in the company of a parent or caregiver:**

If a child on library property is behaving in an inappropriate, unsafe, destructive or disruptive manner, library staff will inform the child’s parent/caregiver. If the parent/caregiver fails to correct the child’s problem behavior and supervise the child, the library staff will take the following steps:

a) Warn the parent/caregiver that he and his child will be asked to leave if the behavior in question does not cease.

b) If the behavior continues, request that the parent/caregiver and child leave the library property. Whenever possible, this request should be made by the director or a senior staff member.

c) If the parent/caregiver refuses to leave library property, call the police. Whenever possible, this call should be made by the director or a senior staff member.

d) An Incident Form shall be filed for all incidents which require steps b or c.

**Children age 9 and younger** must have a parent or caregiver in the immediate vicinity unless they are participating in a library program.

- Parents or caregivers for children age 7 and younger who do not attend the program with the child should remain in the building.
- At times staff may ask the parent or caregiver to stay in the room during the library program.
Unaccompanied minors:

Children age 10 and older may use the library unattended for an amount of time appropriate to their age and maturity.

- Children using inappropriate behavior will be informed of the rules.
- If inappropriate behavior continues, the child shall be asked to leave the library.
- Library staff may elect to call either the child’s parent/guardian or to call the police to take the child home.

If an unaccompanied child age 17 and under needs a ride home when the library closes,

- The staff will make every effort to contact a parent or caregiver to come and pick up the child.
- If a parent or caregiver cannot be reached or does not arrive within 10 minutes after the library closes, library staff will call the local police to pick up the child.
  - Two library staff must remain after closing in the library with the child until the parent or the police arrive.
  - If the police take the child, staff will leave a note on the library door stating “Unattended child is in the custody of the police.” Names will not be listed on the sign.
  - Staff will notify the director that the police have been called.
  - Staff will file an Incident Form.

Staff will never transport any child from the library to another location.

Approved: November 25, 2003
Revised: May 23, 2006
         September 28, 2010
Reviewed: November 26, 2013, January 24, 2017
Revised: September 22, 2020
Reviewed: March 28, 2023