

Attachment E – 09/04/18

Background: The Policy Manual that was approved incorrectly referred to “Children Under The Age Of 7” as requiring a parent, guardian, or other responsible person age 12 or older to be at the library. The policy has been that this cut-off age is “8”, not “7”. The Board’s intention was to continue the policy in place; therefore, this could be classified as a “scrivener’s error”. However, since it deals with a policy, it was thought best to bring it back to the Board for a clear correction. In each instance, staff recommends correcting the text to read “8” rather than “7”.

Unattended Child

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Amended August 7, 2018

Children Under Age 7

Children under age 7 must be accompanied by a parent, guardian, or other responsible person age 12 or older. The person who is responsible for a child under age 7 must be present in the same department as the child.

If staff becomes aware of a child under age 7 who is alone in the Library and who is unable to contact the child’s parent, guardian, or other responsible person age 12 or older for transportation home, the child will be detained and turned over to the police for his/her own protection.

If a child is detained for his/her own protection, a minimum of two staff members will wait with the child until he/she is safely in the custody of the police. The Library will not transport children to and from the Library unless such transportation is part of a Library program approved in advance by the Executive Director.

Children Age 7 Through 11

Children age 7 through 11 are allowed in the Library alone; however, they must be able to assist staff in contacting the child’s parent, guardian, or other responsible person age 12 or older for transportation home from the Library if necessary.

If staff becomes aware of a child age 7 but not yet 12 who is alone in the Library and who is unable to contact a parent, guardian, or other responsible person age 12 or older for transportation home, the child may be detained and turned over to the police for his/her own protection. In determining whether the child is to be detained and turned over to the police for his/her own protection, staff will consider factors such as: the time of day, current weather conditions, the route and distance the child must travel to get home, etc.

If a child is detained for his/her own protection, a minimum of two staff members will wait with the child until he/she is safely in the custody of the police. The Library will not transport children to and from the Library unless such transportation is part of a Library program approved in advance by the Executive Director.

Children Age 12 Or Older

Children age 12 and older are welcome at the Library without additional supervision.