UNATTENDED CHILDREN POLICY

In order to provide for the general welfare of all persons using the library and in order to provide for the general safety of children using the library:

1. All children in Grades 2 and under shall at all times be attended and adequately supervised by a responsible person (e.g. an adult or responsible person over the age of 16).

2. Children in Grades 3 through 6 may use the Children’s Library when unaccompanied, provided that a responsible person remains in the library building.

3. Parents, not library staff, are responsible for children’s behavior in the library. Children deemed out of control or disruptive to other patrons will be asked to leave.

It is not the library’s function to offer child care. The Library will contact the Nassau County Police if children are left unattended in the library.

Revised: 9/09/02
Adopted: 11/19/02
Reviewed: 5/17/2011
**UNATTENDED CHILDREN STAFF PROCEDURE**

When children in Grade 6 and under are left unattended in the library the following procedure shall be followed:

A. The Children’s librarian on duty or the Librarian-in-Charge should be notified by the staff member who first observes the child.

B. The librarian shall attempt to locate the parent/responsible person within the library first. If the person is located within the library building, the library’s policy regarding leaving children unattended should be explained. A copy of said policy can be given.

C. If the parent or responsible adult cannot be located in the building, the librarian shall attempt to reach the responsible person by phone. They shall be informed of the library’s policy and asked to either join the child in the library or to pick them up. If the parent/responsible adult is unable to come immediately, they shall be advised that the Police will be called to take responsibility for the child.

D. Under no circumstances will any staff member take the child from the building.

Children not picked up at closing:

A. The Children’s librarian shall advise children who are unattended in the Children’s Library that we will be closing ½ hour before the normally scheduled time. Children may use the library’s phone to call home if they do not have the resources to make a call.

B. The staff member in charge and another staff member as designated by the person in charge shall wait with the child if no one has come at closing time. In the event that no one has arrived within 10 minutes after closing, the Nassau County Police will be called.

Disruptive behavior:

A. When children are behaving inappropriately in the library they will be warned that their behavior, if it continues, will result in them being asked to leave.

B. A group leader or parent, if present, shall be asked by the staff to take charge of the situation.

C. If the parent is not present and the Child is in Grade 6 or under, the librarian shall attempt to reach the parent or responsible person by phone.

D. The Nassau County Police will be called if disruptive individuals refuse to leave the building.

Reviewed: 5/17/2011