

Eastern Oklahoma District Library System
Policy & Procedures

TITLE: Unattended Children

EFFECTIVE: 10/07/08

REVISION: 9/23/14

APPROVED BY:

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PURPOSE: To establish a guideline for the protection of unattended children in an EODLS branch library.

POLICY STATEMENT: The Library welcomes youth to use its facilities and services. Responsibility for the behavior and well-being of children using the library rests with the parent (or guardian or caregiver assigned by the parent) and not with the library's personnel. Library staff will follow established library procedures for the protection of the child or to maintain an environment free from disruption in accordance with the Library's Behavior Policy.

PROCEDURES:

Library staff members will not directly supervise (babysit) individual children in the library.

Children under the age of six must not be left unattended in any part of the library. This includes children's areas, the lobby, or the restrooms. Children under the age of six, attending preschool story times, must be accompanied by a caregiver.

The caregiver is responsible for appropriate behavior of their children in the library. Disruptive behavior, including shouting, running, pushing or other rowdy rambunctious activities will not be tolerated. Disruptive children will be asked to leave the building. Caregivers will be asked to remove the child in an orderly manner.

The police will be contacted to pick up any unattended child at closing. At no time will library staff drive a child home.

These procedures were developed for those situations where a child is in crisis, neglected, disruptive or in distress.