

## **Unattended Child Policy**

**Purpose:** The Northwood Public Library encourages the active enjoyment of the library. However, for this to occur, guidelines must be established which will promote the intended purpose and use of the library. The Northwood Public Library is not responsible for unattended children.

A “child” is a person 8 years of age or younger and must be attended and supervised by a caregiver at all times. A caregiver is defined as someone 13 years of age or older who has the mental and physical capacity to care for the child should an emergency arise.

Children who are left unattended or appear to be in the library without adult supervision can be a cause of concern to the library. Issues of safety, liability, and responsibility motivate the library to address this potentially serious problem.

### **Procedures:**

1. If a child appears to be without a caregiver’s supervision, library staff will check the library and grounds for a parent or caregiver.
2. The library staff will then attempt to contact a parent, guardian or other caregiver by phone.
3. If a parent, guardian, or caregiver cannot be located within one hour, or if the library is closing, local law enforcement will be called to assume responsibility of the child.
4. Under no circumstances shall a staff member take the child out of the building.