

# **MacDonald Public Library**

## **SUPERVISION OF CHILDREN**

The library is a public place, and as such, cannot be responsible for unattended children. For their own protection, very young children may not be left unattended in the library.

Children under the age of seven must be accompanied and adequately supervised by an adult throughout the building. Children 7-11 years of age must have an adult in the building and the adult may be asked to accompany them if they become disruptive. Staff members cannot assume responsibility for unattended children. Unattended children may act in a manner not in compliance with the library's Code of Conduct thus diverting staff from providing service to other patrons.

1. If an unattended child acts in a manner not in compliance with the library's Code of Conduct staff should:
  - a. First speak to the child and suggest alternative behavior.
  - b. Ask the child for the name of the person who brought them to the library.
  - c. Walk the child through the library to find the person.
  - d. Explain to the person the library's policy concerning unattended children.
  - e. If the responsible person is not in the library, the staff member should attempt to reach a parent or caregiver by phone and ask them to take charge of the child as soon as possible. When they arrive, explain the library's policy regarding unattended children.
  - f. If a parent or caregiver cannot be reached or has not come after 15 minutes, staff should contact the local police.
  - g. At least two staff members must remain with the child after the library closes and until the situation is resolved.
  - h. Under NO circumstance should a staff member drive or walk a child anywhere away from the library site.
  
2. The library has an Internet Use Policy, which states that all children under the age of 18 must have a parent or guardian seated next to them to use the unfiltered internet computers.

Approved 12/1/10

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