

## **Unattended Children Policy**

The Kaubisch Memorial Public Library encourages children of all ages to use its facilities, services and resources. While the Library staff is concerned about the safety and well-being of children visiting the Library, they do not act *in loco parentis*. Parents and guardians are ultimately responsible for the safety, behavior, and supervision of their children at all times in the Library, on Library property, or at any Library-sponsored function.

When visiting the Library, children through age 7 must be accompanied by a parent, guardian or responsible caregiver age 13 or older. Unless they are participating in a Library program, preschool children should not be left unattended in any part of the Library.

Older children and teens are welcome to use the Library unattended provided they are able to maintain proper Library behavior. Children using inappropriate behavior will be informed of the Library's Patron Code of Conduct. If the inappropriate behavior continues, the child will be asked to leave the Library. Children who are in chronic violation of the policy may be required to have a parent or guardian accompany them to the Library.

If a child is left unattended in the Library, staff will proceed as follows:

1. Attempt to calm the child, if necessary.
2. Locate the parent/guardian/caregiver in the Library and explain the Unattended Children Policy.
3. If the parent/guardian/caregiver is not available in the building, the staff will make every effort to contact the responsible person by phone. If the responsible person cannot be contacted within 30 minutes, the Fostoria Police will be called to pick up the child.
4. If the Library is closing and the parent or caregiver cannot be reached or does not arrive within 15 minutes after closing, staff will call the Fostoria Police to pick up the child.

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5. Two staff members will remain with the child until the parent, caregiver, or police arrive.
6. The staff members will leave a note on the Library door and message on a home answering machine, if possible, to inform the parent or caregiver that the Fostoria Police have been called and will have custody of the child. The posted note should state:

Unattended child is in the custody of the Fostoria Police  
213 South Main Street 419-435-8573

7. Under no circumstances should a staff member drive the child home or anywhere away from the Library site.
8. Notify the Director, if possible, that the police have been called.