 Unattended Child Policy:  
at CLOSING

**AGE 12 AND UNDER**

If there is a child age 12 or under inside the library unattended by an adult or responsible teen when it is necessary to close the library for any reason – closing time, bad weather, bomb threat, power outage:

Two staff members must remain with the child. An attempt should be made to call the child’s parent, guardian, or other responsible adult or teenager named by the child to advise that the child must be picked up within 15 minutes.

If unable to contact such a responsible person, or if the persons contacted are unable or unwilling to arrange to have the child picked up within 15 minutes, staff should call the police, and arrange to transfer care of the child to police custody.

Staff should fill out an “Incident Report” form, detailing any incidents concerning unattended children left in the Library.

UNDER NO CIRCUMSTNCES ARE STAFF MEMBERS TO TAKE CHILDREN ANYWHERE.

**OVER AGE 12**

Two staff members must remain with a teenage child under the age of 18, and should ask if the child needs to make a phone call to arrange for pickup.

Staff should make the child aware that if not picked up within 15 minutes, the child will need to wait outside the building until picked up.

UNDER NO CIRCUMSTNCES ARE STAFF MEMBERS TO TAKE CHILDREN ANYWHERE.

**REGARDLESS OF THE AGE OF THE PATRON, IF THERE IS ANY QUESTION ABOUT THE COMPETENCE OF THE INDIVIDUAL TO CARE FOR HIMSELF/HERSELF, CALL POLICE IF THERE IS NO ONE THERE TO ATTEND TO THE PATRON.**