**SEYMOUR COMMUNITY LIBRARY**

**SUBJECT: Unattended Children and Vulnerable Adults SECTION: Patron Policies**

**BOARD APPROVED: 3/2023**

**POLICY**

In order to ensure the safety of all library visitors, Seymour Community Library requires that children under the age of twelve (12) be accompanied by a parent, guardian or responsible adult age sixteen (16) or older while on library property. The library is not responsible for caring for children who are left unattended in the library or who come to the library without an adult or other responsible person.

Persons of any age with mental, physical or emotional needs who require supervision or personal assistance must also be accompanied and adequately supervised by a responsible adult or caregiver.

Unattended children exhibiting behavior in violation of library policy or the law may be asked to leave the library. Children being asked to leave library property or remaining on library property at closing time may be offered assistance in contacting a parent or guardian prior to being allowed to leave.

**PROCEDURES**

For the purpose of this procedure, the terms “child” or “children” refer to all persons under the age of twelve (12).

When unattended children are present in the library, staff will attempt to contact parents or caregivers to collect their children or to be present with them in the library.

Under certain circumstances staff may assist children in getting a ride home or in contacting the police. Staff will ask the child left unattended at closing time to contact a parent or caregiver. If the child cannot reach a responsible adult, staff will attempt to make contact.

● Police or other appropriate authorities may be contacted when children are left unattended in the library at closing time, if parents or caregivers cannot be reached.

● Unattended children waiting after closing for the arrival of a parent, caregiver, the police, or other appropriate authorities should be accompanied by at least two staff members. An Incident Report must be filed.

● If unattended children leave with police or other authorities after the library closes, staff should place a note on the door of the library informing the parents or caregivers where they may find their child/children.

● At no time or under any circumstances is a child to be taken from library property by library staff.