

## Vandergrift Public Library Policies and Procedures

<b>Policy:</b>	<b>Administration</b>
<b>Subject:</b>	<b>Unattended Child Policy</b>
<b>Effective Guideline:</b>	<b>January 1, 2011</b>
<b>Revised:</b>	<b>May 15, 2017</b>
<b>Approved:</b>	<b>July 17, 2017</b>

**Policy:** The Vandergrift Public Library Association (VPLA) welcomes the use of its facilities and services by all children. However, the library is a public building, and as such, is not a safe place to leave a child unattended. The library cannot assume responsibility for the safety of unattended children.

Therefore, children under the age of 10 years old cannot be left unattended in the library. This also applies when children are attending programs in the library. Children 10 years of age or older may use the library unattended, subject to other policies and procedures of the VPLA concerning conduct and behavior. However, the parent or caregiver is responsible for the behavior of his/ her child while in the library, even if that parent or caregiver is not in attendance. In addition, at no time can library staff attend a child of any age for any period of time, even at the behest of the child's parent or guardian.

It is the responsibility of the parent or caregiver to know the hours of the library and to pick-up their child before the library closes. If a child is alone and appears to be under age 10 he/she will be asked for a name and phone number. The library director will be informed and staff will call the number. If a person answers, the unattended child policy will be explained. If there is no answer, staff will contact the Vandergrift Police. At least one staff member will wait inside the library for the parent, caregiver, or police to arrive. Under no circumstance will a staff member transport or take the child away from the library building.

Children not under the supervision of an adult will be supervised and accommodated at the discretion of the staff, and based on behavior, in mind of the safety of both the children and the staff and in accordance with all other library policies and procedures.

If the behavior of any child on library premises becomes an issue the child may be issued a verbal warning, a written warning and/or be banned from the library.

Definition of an Unattended Child- A child, under the age of 10 years who is not under the authority of a parent or responsible adult nor able to care for him/ herself for extended periods of time on a regular basis, or a child of any age who is not picked up at closing time.

***Approval Parent Signature:***

***Date:***

***Child's Name:***

***Child's Age:***

***Library Staff Initials:***