



Youth Services: Library Uses and Supervision Guidelines

For the *protection and well-being* of the children who enjoy our library, the following policies have been adopted.

Unsupervised Children

Definition: A child left in the library unaccompanied by a responsible person (parent, adult caregiver or mature adolescent).

1. No child under the age of ten (10) shall be permitted to remain in the Library unless a responsible person fourteen (14) years of age or older is on the premises.

This is intended as a **guideline** for staff. The Board recognizes that some children's behavior can be more mature at an earlier age and therefore expect the *staff* to use good judgment in adhering to the policy.

2. Unattended children ten (10) and older must be able to provide the telephone number of a parent or caregiver who can be contacted in the event of an emergency.

Unsupervised Children (At non-emergency closing)

1. No child under the age of fourteen (14) shall be permitted to remain alone on Library premises – (outside the building).

Library Code of Conduct

1. No child ten (10) and older who is unattended and whose behavior, *in the judgment of the staff member in charge*, jeopardizes that child's health, safety and welfare, or interferes with the proper operation of the Library, will be permitted to remain in the library.
2. If a supervised child is disruptive, both the child and their caregiver will be asked to leave the Library. Parents, not the Library Staff, are responsible for the behavior of their children.
3. The Library unconditionally reserves the right to seek intervention of police and/or appropriate social service agencies in circumstances of emergency, illness, early Library closing, or when a child causes substantial disruption to Library operations and the enjoyment of Library facilities.

STAFF PROCEDURES

For Unsupervised children and/or breach of Code of Conduct

1. Ascertain the name and phone number of a parent or guardian.
2. Call parent or guardian and advise that the child cannot be left unattended and must be picked up.
OR
- 2a. Call parent or guardian and advise that the child is not permitted to stay in the Library due to (fill in breach of Code of Conduct) and must be picked up.
3. If child has not been picked up within one half hour, call again. Inform parent or guardian that if the child is not picked up, the Manhasset Police will be called to take charge of the child.
4. When parent or guardian arrives, obtain identification.
5. If parent or guardian cannot be located or does not pick the child up, call Manhasset Police. Obtain name and badge number of responding officer and license plate of police vehicle. This requires an *Incident Report*.
6. If a child is not picked up at closing time, the *staff member in charge* shall remain with the child inside the building until the parent/guardian or police officer responds. Staff members should not take the child out of the building or transport him/her anywhere.
7. Compensatory time shall be given to any staff member of whom extra time is required to see that this policy is carried out.
8. Complete *Incident Report* as soon as possible and submit to Administration.