

## **West Bend Community Memorial Library Unattended Child Policy**

Providing a safe and welcoming setting is a primary ambition for the staff and Library Board of the West Bend Community Memorial Library. The expectation is that within the shared environment of the library all patrons will observe the policies instituted by the Library's Board of Trustees.

The West Bend Community Memorial Library wants its services and facilities used by children. These children must be accompanied by a parent, guardian or assigned caregiver while they are using the library.

The safety and well being of children left alone in the library is a serious matter for library employees. However, library staff cannot be accountable for children who are left unattended or who are displaying inappropriate behavior. Responsibility for the safety and behavior of children in the library rests with the parent or caregiver and not with library employees.

The guidelines established by the Library Board Trustees follow:

- Children 7 and younger must have a parent or caregiver in the immediate vicinity of and in eye contact with the child. The assigned caregiver must be responsible and must have emergency contact information regarding the child.
- If a child under age 7 is found to be unattended or is involved in inappropriate or disruptive behavior, library employees will try to find the parent or caregiver and explain the library's policy. If the parent or caregiver can't be found, or if the child is found unattended or engaged in disruptive behavior again, the police will be called.
- Children older than 7 are welcome to use the library appropriately on their own. Their parents, however, are still responsible for the actions of their children. Children of this age range who use inappropriate or disruptive behavior may be asked to leave the library. If a child of this age is not able to use the library appropriately or is not able to leave the library without an adult, that child should not be left in the library alone.
- All children should have the name and telephone number of someone who can assist them in an emergency.
- Teenagers are considered as adult library patrons. Nonetheless, their parents or guardians are still legally responsible for their behavior. Therefore, they should have emergency contact information available.

**Thank you for your cooperation. West Bend Community Memorial Library Board of Trustees**