

CCPL Unattended Child Policy

The Trustees and staff of the Clark County Public Library are concerned for the wellbeing of this community's children and cannot be held responsible for incidents, accidents, or other liabilities arising from the actions of unattended children.

The responsibility for the safety and behavior of children in the Library rests with the parent/caregiver and not with Library staff. Library staff cannot be responsible for children who are unattended or demonstrating inappropriate behavior. Children who exhibit inappropriate behavior will be asked to leave the Library.

All children should have the telephone number of someone who can assist them in an emergency. If a child is found to be unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform them of the Unattended Child Policy. If the parent/caregiver cannot be located, Library staff will contact Security or the staff person in charge who may, if warranted, contact the Springfield or local police department to assist the child.

The following guidelines will be followed concerning the care and behavior of children.

- Children under the age of 8 must have an attentive parent/caregiver in the immediate vicinity of (and in visual contact with) the child. The parent/caregiver must be at least 13 years old and must carry personal identification, their library card, or know parent/caregiver information. Children can be left in the care of an older sibling if that sibling is at least 13 years old. Unless stated otherwise, a child can attend a Library program without a parent/caregiver in the room as long as the parent/caregiver remains in the Library and immediately joins the child at the end of the program.
- If a child under the age of 8 is found unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform them of the Unattended Child policy. If the parent/caregiver cannot be found, Library staff will contact Security. If a child under the age of 8 violates the Library's Code of Conduct, the child and the parent/caregiver will be informed of the policy. If inappropriate behavior continues, the child and parent/caregiver will be asked to leave the Library.
- Children ages 8 to 10 must have a parent/caregiver in the Library. If a child age 8 to 10 violates the Library's Code of Conduct, the child and the

parent/caregiver will be informed of the policy. If inappropriate behavior continues, the child and parent/caregiver will be asked to leave the Library.

- Children ages 11 and up may use the Library unattended. However, the parent/caregiver is still responsible for the behavior and the wellbeing of the child. The child is expected to follow the Library's Code of Conduct policy and will be asked to leave the Library if they exhibit inappropriate behavior. The Library assumes no responsibility for the whereabouts of an unattended child who has been asked to leave Library property after all proper procedures have been followed and documented.
- Staff will not transport any child.
- Teenagers are considered adult users. However, they are the legal responsibility of their parent/legal guardian and should have an emergency contact available.

In any situation involving the safety of children, and specifically whenever the parent/caregiver or police are contacted, staff will complete an Incident Report.