

UNATTENDED CHILDREN POLICY AMITYVILLE PUBLIC LIBRARY

The Amityville Public Library welcomes children of all ages to use its facility and services. To guarantee the safety and well being of children in the Library the following policy is adopted:

- Children, like all other library users, are required to abide by the Library's policy of acceptable patron behavior.
- Parents and caregivers are responsible for the conduct of their children in the Library and must provide such supervision as is appropriate.
- Any child **ten** (10) years or younger must have a parent/guardian/caregiver, age **sixteen** (16) and over, with them at all times in all areas of the Library.
- Parents and caregivers must be aware of Library opening and closing times and make suitable arrangements to meet and/or transport their children.
- If a child is unaccompanied in the Library at closing time, every effort will be made to assist the child in calling his/her parent or caregiver to arrange for transportation.
- In the event that the parent or caregiver cannot be contacted, the Library will call for police assistance.
- If the child is left after hours, the Librarian in Charge and the security guard will remain with the child until arrangements are made. If there is no contact within 15 minutes, or the child's transportation has not arrived within 15 minutes, the Librarian in Charge will call for police assistance.
- Staff members should wait until the police arrive to take custody of the child.
- An incident report should be filled out and copied to the Director.
- Staff members will be compensated for the additional time worked.

Adopted October 19, 2017