

**Lynchburg Public Library
Policy Manual**

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**UNATTENDED CHILDREN
(CHILD SAFETY)**

Policy:

The library is not responsible for children left unattended in a library facility.

In order to provide for the general welfare and safety of all persons using the library:

- children under age 10 must be accompanied by a parent or designated responsible person while in the library (e.g., an adult or a mature adolescent);
- children under age 10 attending a library program must be brought into the building by a parent or responsible caregiver who must remain in the building until the conclusion of the program.

Procedures:

Should an unattended child be identified, the librarian in charge should:

- attempt to obtain the name, address, and phone number of parent/caregiver and call. If unable to reach a family member;
- call a protective agency to assist child(ren) under age 10 who have been left alone during regular library hours and/or child(ren) under age 13 who are left alone after closing;
- The librarian in charge will remain with the child(ren) until either the parent or agency arrives.

**UNATTENDED CHILDREN AT CLOSING
(CHILD SAFETY)**

Policy:

At 15 minutes before closing, Youth Services and Adult Reference staff check to see if there are any children who might not have transportation home. In addition, Adult Reference staff checks outside the main entrance, while Youth Services staff checks outside the Meeting Room entrance for children already sitting and waiting for a ride. Remind them of closing time and suggest that they call home to remind their parents for a ride to pick them up. Any children may use the library phones to call their parents for

rides. If the children indicate that they are being picked up at a time later than closing, ask them if there is anyone they could contact to pick them up earlier.

At closing, Youth Services and Adult Reference staff checks all exits for children waiting for rides. Again, Reference staff will check the main entrance and Youth Services staff will check the Meeting Room entrance. This policy includes any child who is waiting for a ride in our parking lot. The primary responsibility for children left at closing is one that is equally shared by Adult Reference and Youth Services staff. In the event that these staff members cannot stay on a particular occasion, other staff members will be asked to substitute.