

UNATTENDED CHILDREN POLICY

Marion Public Library

While in the library, children under the age of nine must be within sight of a parent or caregiver over the age of 12.

The following procedure will be used if it is determined that a child is lost or left unattended:

1. If the child is comfortable going with a staff person, any staff person can help the lost child locate a parent or caregiver.
2. Otherwise, the staff person will notify the supervisor on duty that there is a lost or unattended child in the building.
3. The supervisor will attempt to locate the child's parent or caregiver in the building.
4. If the parent or caregiver cannot be found in the building, a staff member will stay with the child while the supervisor of the day continues to attempt to locate the parent or caregiver. If the parent or caregiver has not been located within a reasonable amount of time, staff will notify police.
5. If the library is closing and there is an unattended child, two staff members will wait with the child for 10 minutes. If no parent or guardian has come, staff will notify the police. Staff will remain in the library lobby with the child until the police arrive.

Adopted by the Board of Trustees (10/9/95)

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