

## Title: Unattended Patron Policy

Effective Date: 10/17/16

Authorized By: Library Board of Trustees

Date of Last Revision: 9/22/16

The Huntington City-Township Public Library strives to maintain a safe and comfortable atmosphere for all of our patrons. The intention of this policy is to prevent any issues with safety and/or noise that may occur as a result of children or other patrons being in the library without appropriate supervision.

The library is not able to provide short- or long-term child care or to be responsible for patrons with special needs.

Children under the age of 10 or persons unable to take care of themselves may not be left unattended in the library without appropriate supervision. Caregivers must be in the vicinity and in visual contact at all times. Children may be supervised by a sibling or babysitter who is at least 13 years old. Library staff will not assume custodial responsibility for these unattended patrons. The Huntington City-Township Public Library assumes no liability for these patrons.

If a child or person unable to take care of him or herself appears to be left unattended the staff will attempt to locate the parents or legal guardians. If the parents or guardians cannot be located the police or a Safe Place representative may be notified.

If a child or patron is left at the library after closing time staff are authorized to call the police or Safe Place to pick them up. Staff will stay with the person until someone arrives. Under no circumstances will staff provide rides home for any patron.

Library staff will refer to this policy when necessary, including in response to the following situations:

- An unattended patron is found frightened or crying in the Library.
- An unattended patron is perceived to be endangering him or herself, or that another person in the Library poses a perceived threat to the unattended patron.
- An unattended patron exhibits behavior that is specifically prohibited in the library behavior policy.
- An unattended patron has not been met by a responsible caregiver at closing time.