

Unattended Child Policy and Procedure

The Galesburg Public Library welcomes children to use its facilities and services. Library employees are available to assist children with library materials or services. They are not responsible for childcare. For the safety and comfort of children, a responsible adult or caregiver should accompany children to the library. **Parents and caregivers are responsible for monitoring and regulating the safety and behavior of their children. Library personnel are not responsible for the safety and behavior of the children.**

The following guidelines will be followed concerning the care and behavior of young library users:

Children up to age 8 must have a parent-caregiver in the immediate vicinity of and in visual contact with the child. An exception would be children attending a library program without a parent/caregiver in the room. However, the parent/caregiver is expected to remain in the library building and immediately join the child at the end of the program.

If a child in this age group is found unattended, library staff will attempt to locate parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, the police will be called for assistance. If inappropriate behavior continues, the family may be asked to leave the library.

Children age 8 and older may use the library on their own. Parents are still responsible for the actions and the well-being of their child. Children behaving inappropriately may be asked to leave the library. If a child in this age group is not able to leave the library without an adult, he/she should not be in the library alone. This is a particular concern in inclement weather and after dark. All children should have the telephone number of someone who can assist them in an emergency.

Teenagers are treated as adult customers. However, they are still legally the responsibility of their parents and should have an emergency contact available.

Closing Time: Children who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the library. A minimum of 2 library staff will stay with the child. If transportation is not available within 15 minutes after closing, the police will be called at the non-emergency number (343-9151) to transport the child to the public safety building. A note will be left on both library entrances. The note will read:

“The library closed at _____. To insure your child’s safety, he/she is at the Public Safety Building, 150 South Broad Street (next block west of the library).”

Adopted: April 7, 2006
Revised: April 3, 2014
Board of Trustees
Galesburg Public Library