

## **Policy 5.3**

### **Safety and Service to Minors**

#### **Policy**

Kalkaska County Library encourages children and their families to use the Library together. All children are welcome and the Library offers programs and resources for children with the goal of encouraging a lifelong appreciation of reading.

Caregivers (parents, guardians, or assigned caregivers at least 14 years old) are responsible for the welfare and the behavior of children using the KCL facilities. Although staff will always respond with care and concern, the Library is not responsible for the safety and comfort of unattended children.

No child under the age of 11 shall be left unattended without supervision of a caregiver.

Children under the age of 8 must be in the same room and within direct sight of their caregiver.

Children ages 8, 9, and 10 must have a caregiver in the library building.

Library staff may not transport or otherwise take custody of any unattended child outside of the building.

#### **Protocol**

When a child is discovered to be unattended, Library employees on duty are instructed to:

Attempt to contact a caregiver to retrieve the child and explain the Unattended Child Policy.

Call the police to take charge of the child if a caregiver cannot be located within 30 minutes.

Assist any unattended child in contacting their caregivers 15 minutes before closing time.

If a child is left unattended at closing, KCL staff are to immediately notify the police that a child has been abandoned at the library and ask authorities to come and take charge. Two library employees must remain in attendance until the police have retrieved the child.

An incident report is prepared by the senior employee managing the incident, documenting the date of the incident, name and age of the child, time child was

discovered unattended, if and how employees attempted to reach parents, time authorities were called, when they arrived, and the names of KCL employees who managed the incident.

**Service to minors**

It is the express responsibility of parents and other adult caregivers to monitor and select the materials that they find appropriate for their children who are minors. The Library does not deny access to any materials in any part of the collection to any patron. This applies to use of the Internet as well.

**Approved: 24 March 2020**

**Signature on file**

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**Cash Cook, Board Secretary**