

LIBRARY POLICY ON UNATTENDED CHILDREN AND VULNERABLE ADULTS AND/OR DISRUPTIVE BEHAVIOR

POLICY STATEMENT: Quincy Public Library strives to provide a welcoming and safe environment for all community members. The Library is particularly concerned for the safety of children and vulnerable adults on the Library premises. Parents or caregivers are responsible for monitoring and managing the behavior of children and vulnerable adults in the Library. Children under the age of ten must be accompanied by a responsible person, 14 years of age or older. Vulnerable adults who are unable to care for themselves must be accompanied by a responsible person, 18 years of age or older.

I. CHILD UNDER TEN YEARS OF AGE LEFT UNATTENDED

1. If it is determined that a child under age ten or vulnerable adult is lost or has been left unattended, a staff member should try to identify and locate the parent or responsible caregiver by:
 - a. Walking around the Library with the person, looking for the parent or caregiver.
 - b. Paging the parent or the caregiver, if this name is known; if the name is not known, paging by using the lost person's name, if the name is known.
2. The staff member should explain clearly and firmly, when the parent or caregiver is located, what the Library policy is on unattended children and vulnerable adults.
3. If the parent or an accompanying caregiver is not found in the building, the staff person should stay with the child until the parent or caregiver can be located by searching the database, phone book, or city directory.
4. If the parent or caregiver cannot be located, the police should be contacted. Under no circumstances shall a staff member take the unattended child or adult out of the building.

II. CHILDREN AND VULNERABLE ADULTS LEFT UNATTENDED AT CLOSING

Children under the age of 17 and vulnerable adults left unattended on library property after library closing time will be accompanied by two library staff members for at least 15 minutes until their ride has arrived. If they remain after 15 minutes, the police are to be contacted.

III. DISRUPTIVE BEHAVIOR

1. ***DISRUPTIVE ATTENDED CHILDREN AND VULNERABLE ADULTS***
 - a. Staff members will ask children who are being disruptive to correct the disruptive behavior. This constitutes a warning.
 - b. If the disruptive behavior continues, a staff member will

- inform the parent or caregiver that the person is disturbing others.
- c. If the parent or caregiver refuses or is unable to control the child or vulnerable adult, they will be asked to leave.

2. **DISRUPTIVE *UNATTENDED* CHILDREN UNDER AGE TEN, AND VULNERABLE ADULTS**

- a. The staff member will ask the person to correct his or her disruptive behavior.
- b. If the person persists in being disruptive, he or she will be told to sit quietly at the table closest to the staff desk in the children's or adult area.
- c. A staff member will try to obtain the parent's or caregiver's name and will attempt to locate the parent or caregiver within the building. If the parent or caregiver is located, the staff member will explain that the person is being disruptive and inform him or her of the Library policy. If the parent or caregiver refuses or is unable to control the person, they will be asked to leave the Library.
- d. If the parent or caregiver cannot be located within the building, the staff member will attempt to contact the parent or caregiver using the database, telephone directory, or city directory. When the parent or caregiver has been contacted, he or she will be informed that the person is being disruptive, will be informed or reminded of the Library policy, and will be told that he or she must pick up the person within the hour. He or she will be told that the person will be detained at a table close to the staff desk in the children's or adult area until he or she is picked up. The parent or caregiver will also be informed that the police will be summoned if the person cannot be picked up within an hour, and if the person is left unattended and behaves disruptively in the future.
- e. If the parent or caregiver cannot be contacted within a reasonable time, or if the Library is closing, the police will be summoned.

3. **DISRUPTIVE CHILDREN, AGE TEN AND OVER**

- a. If a child age ten or older is disruptive, a member of the Library staff will inform the child that he or she is causing a disturbance and warn him or her that if the disturbance does not cease, he or she will be asked to leave the Library.
- b. If the disruptive behavior continues, a staff member will tell the youngster to leave the Library immediately. The staff member will watch to insure that the youngster does indeed leave Library property.
- c. Whenever a child over the age of ten is ejected from the Library, the Executive Director will be informed and will write to the child's parents and inform them of the disruptive incident and of the Library's policy.

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Quincy Public Library
Board of Trustees