

## **Policy On Unattended Children**

The Glenview Public Library seeks to provide its users with a safe and pleasant experience in an atmosphere conducive to study, reading and the use of library materials and services. The Glenview Public Library is a public building and, as such, is available to all persons. As with many public places, the library is not an appropriate place to leave small children unattended. For the safety and protection of all children, as well as for the benefit of staff, parent/caregivers and patrons, the library has developed the following rules governing unattended children in the library or on library premises:

**All children, age 7 and under, must be accompanied by a parent/caregiver or a responsible adolescent, age 13 years or older.**

The Glenview Public Library cannot assume responsibility for an unattended child. Therefore, the caregiver or responsible adolescent accompanying a child must stay with the child at all times. If a child is participating in a storytime or other program, the parent/caregiver or responsible adolescent must wait in the Youth Services Department or in the immediate vicinity of the program location.

**Self-supervised youth, age 8 years and older, are welcome to use the Library as long as their behavior complies with the Library's Behavior Policy.**

The Library is not a closed environment. Staff cannot monitor everyone who enters, and all patrons are free to use any public area within the building, including the Youth Services Department. For safety's sake, parents should make sure that their child, age 8 years or older, is sufficiently mature to visit the Library without supervision.

Parents should also be advised that if their child misbehaves, the child may be told to leave the Library and the Library premises.

During daytime hours, staff will attempt to contact a parent/caregiver to pick up his/her child. If the parent/caregiver cannot be reached within 30 minutes, the police department will be contacted for assistance.

Even in their absence, parents should realize that they remain legally responsible for the actions of their child.

**All patrons must leave the Library at closing time; therefore, all parents must arrange to pick up their children, age 13 and under, before the Library closes.**

Youngsters left to wait outside for a ride after the library has closed are placed in a vulnerable position. Prior to closing, any child, age 13 years or younger needing access to a telephone to call home, may ask to use a telephone.

While staff is not legally responsible for the safety of a child once the Library has closed, staff will make every effort to contact the parent/guardian or responsible caregiver up to 20 minutes after closing. During this time period, the Library's Security Monitor and the Librarian in Charge or his/her designee, will remain with the unattended child.

If, after 20 minutes, staff has been unsuccessful in contacting the parent/guardian or responsible caregiver, the police will be summoned to the Library to assist the youth.

The police will subsequently notify the parent as to where they may pick up their unattended child.

All parents of unattended children will be provided with a copy of the Glenview Public Library's Policy on Unattended Children by Library Security Monitors, the Librarian-in-Charge or, subsequently, by the Glenview Police Department.