

## **Unattended Children**

Cass County Public Library welcomes and encourages children to visit the Library, use library resources, and attend library programs. Children, as with all patrons, must abide by Cass County Public Library's Code of Conduct. For children's safety, a parent or guardian is solely responsible for the behavior and supervision of children while in the library or on library property. Neither Cass County Public Library nor its staff is able to provide short- or long-term child care. The library is not liable for children left unattended in its libraries or on its property.

Children under the age of 8 should be accompanied by a parent, guardian, or family member (age 14 or older). The responsible person should remain in sight of the child at all times. If a child is attending a library program, the responsible person should remain in the building for the duration of the program.

At times, the library understands that a parent, guardian, or responsible family member cannot always be with a child. Staff may attempt to contact a responsible party if a child is left at the library for 3 hours. However, for the child's safety, that time limit may be shortened based on behavior, operating hours, library activity, and other factors.

If an unattended child is found, for the child's safety, library staff will attempt to contact a responsible party:

1. Library staff shall obtain the name, address, and telephone number of the parent or responsible caregiver so they may be called to pick up the child.
2. If the staff member is unable to contact the parent or responsible caregiver who left the child at the library, they will ask the child for the name of a local relative who might be contacted to pick them up.
3. If the parent, responsible caregiver, or relative fails to pick up the child up within a reasonable amount of time, the staff member will call the local police to pick up the child.
4. When all attempts to contact the parent, responsible caregiver, or relative have failed, the staff member will call the local police to pick up the child.

### **Unattended Children at Closing Time**

If an unattended child, under the age of 16, has not been picked up by closing time, library staff will follow the above procedure. If the staff member is unable to contact a responsible party within 10 minutes after closing, the staff member will call the local police to pick up the child. Two staff members will stay with the child, if possible.

As a safety and liability precaution, a staff member is not, under any circumstances, to give a child a ride home.