

## **Booth Library**

### **Children in Library**

Booth Library, including the Ballenger Teachers Center, welcomes children to utilize its facility with their parents or another responsible adult.

Children are expected to abide by the same Booth Library User Code of Conduct as adult patrons.

Children under 14 years of age must be accompanied by an adult. Unattended children are not the responsibility of the library, except as put forth below.

#### **General Procedures**

1. Library staff members are not responsible for the supervision of children.
2. Disruptive children will be required to leave after receiving a warning.
3. Staff members who find an unattended child in distress in the building will, with the help of at least one additional staff member, try to console the child and identify and contact the child's parent or attending adult.
  - a. If a parent is in the building:
    - 1) the child will be accompanied through the library to seek the attending adult.
    - 2) upon location of the parent or attending adult, the child will be reunited with the adult, and the library policy regarding unattended children will be explained.
  - b. If the child is alone in the library:
    - 1) an attempt will be made to contact a parent, guardian, or other responsible adult. Library staff will request that the child be picked up immediately, if the responsible party is reached.
    - 2) if library staff cannot reach the parent, guardian, or other responsible adult, the library staff will call the University Police Department.
  - c. if a child under 14 years of age is alone in the library building at closing time:
    - 1) library staff will attempt to call a parent, guardian, or other responsible adult. If staff cannot reach a parent, guardian, or other responsible adult in the first attempt, library staff will call the University Police Department.
    - 2) at least two library staff members will remain with the child inside the library until a parent, guardian, responsible adult, or a University Police Department officer arrives.
4. Under no circumstances, unless the building is being evacuated, will library staff transport or take a child away from the library building. In these instances, the library staff member will immediately contact University Police Department, and attempt to call a parent, guardian, or other responsible adult. The staff member will also complete a Library Incident Report.

## Definitions

An unattended child is any young person under the age of 14 in the library facility who is left without supervision or oversight of a parent, guardian or other responsible adult, meaning there is no adult physically present to monitor, guide, or ensure the child's safety.

A disruptive child is any child whose behavior negatively impacts library programming or activities, including reading, study, consultation, examination and selection of library materials, and related activities of other library users. For further examples of disruptive behaviors, please see the Booth Library User Code of Conduct.

Approved:

Library Services Council

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