

CHILD SAFETY POLICY approved May 3, 2016

This policy supersedes the Policy Regarding Supervision of Children, original date April 7, 1992, revised November 7, 2006 and December 5, 2006

The Highland Township Public Library strives to provide an environment that is inviting, pleasant and safe for patrons of **all** ages.

However, library staff members cannot provide supervision for children left alone in the library. Public places are not safe for unsupervised children and unattended children may be at risk. The following guidelines will apply to children using the Highland Library:

- Children under the age of eight must have a parent or adult/assigned caregiver with them at all times while in the library.
- Children ages 8 or 9 years of age may be in the youth department alone as long as a parent or caregiver remains in the building.
- Children must be at least 10 years of age to be left alone in the building to use the library independently; library staff must be able to contact the parent or adult caregiver in case of an emergency.
- We recommend that young children not be left on their own for longer than two hours at a time.
- All children should know or have in their possession emergency contact information.

Library users of all ages are expected to comply with the Highland Township Public Library's Rules of Conduct which describe patron responsibilities and appropriate behavior.

Children may be asked to leave the library if their behavior does not conform to these library use regulations. Two warnings will be given, at which time the child will be advised of appropriate behavior and warned of the consequences of repeated inappropriate behavior. If there is a third offense, the child will be asked to leave the library for the rest of the day. If necessary, parents will be informed of the problem. If staff is unable to contact a parent for transportation from the facility, the Sheriff's Department may be called.

At closing our primary concern is that children not be left on their own, unattended. **Parents must make arrangements in advance to ensure that children are picked up by closing time.** If a child is not picked up by a parent or adult caretaker at library closing time, the Sheriff's Department may be notified to pick up the child.