

**EMMA S. CLARK MEMORIAL LIBRARY**

**120 Main Street**

**Setauket, NY 11733-2868**

**(631) 941-4080**

**www.emmaclark.org**

*Serving the Three Villages since 1892*

**LIBRARY POLICY ON UNATTENDED CHILDREN**

The library is a public building, and leaving children unattended is a disservice to the staff and to other library patrons, as well as a safety hazard to the children themselves.

For the children's safety and comfort, the Emma S. Clark Memorial Library asks that all children below the age of ten be accompanied and supervised by a parent or responsible adult over the age of eighteen while using the library. Responsible parties must remain in the library while children attend story hours or other library programs.

Parents and caregivers, not the library staff, are responsible for the behavior and supervision of their children while using the library.

Procedures for staff to follow:

When it is discovered that a child has been left unattended, a Library staff member should remain with the child until the parent caregiver is located and assumes responsibility for the child.

A thorough search should be made of the library to find the parent or caregiver. If the parent or caregiver is not found in the Library, a phone call will be made to the number on record in an attempt to contact the parents. Also if the child is able to communicate, staff should question the child to gather details of parental instructions or circumstances surrounding the parents' departure and anticipated return.

If the Library is unable to locate or contact the parent or caregiver and the child has no information concerning their whereabouts and probable return, the library reserves the prerogative to contact the Suffolk County Police to assume responsibility to consider all matters pertinent to the child's welfare and the parent's or caregiver's failure to provide for such welfare.

Approved 10/17/2007

Replaces policy approved October 1987