UNATTENDED CHILDREN POLICY
Person Responsible: Central Supervisor
Last Updated: 5/23/2018

I. POLICY: The Aurora Public Library is dedicated to providing a welcoming and safe environment for customers of all ages. Sharing this environment with other people requires that everyone follow the Aurora Public Library Customer Rights and Responsibilities policy available in brochure format at each library building and on the Library website.

The Aurora Public Library wants children to use its facilities and services. Young children in the library should always be accompanied by a parent/guardian or assigned caregiver. When children are left alone they may become frightened or anxious. They will be among many strangers. If they wander through the building they may encounter hazards such as stairs, doors, furniture or electrical equipment. They may also become bored and restless and could disturb the enjoyment and work of others.

The safety of children left alone in a library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior. The following guidelines will be followed concerning the care and behavior of young library users.

II. PROCEDURES

A. Children under the age of 8:
   1. Children under the age of 8 must have a responsible parent/caregiver (the caregiver must be aged 12 or over) in the immediate vicinity of and in visual contact with the child, except for children attending a library program without a parent/caregiver in the room. However, the parent/caregiver is expected to remain in the library building and immediately join the child at the end of the program.
   2. If a child under the age of 8 is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called for assistance. If police are called, library staff will document what happened in the City of Aurora’s Incident/Accident Report form and promptly route the report to Library administration.
   3. If a child under the age of 8 violates the “Customer Rights and Responsibilities” or “Disruptive Customers” policy, the child and the parent/caregiver will be informed of the rules and may be asked to leave the library pursuant to the “Disruptive Customers” policy.

B. Children 8 and older:
   1. Children 8 and older may use the library on their own. However, parents/guardians are still responsible for the actions, safety, and well-being of their child(ren.) Children who violate the “Customer Rights and Responsibilities” or “Disruptive Customers” policy will be informed of the rules and may be asked to leave the library pursuant to the “Disruptive Customers” policy. Children of this age should have the ability to enter and leave the library at will. If a child in this age group is not able to leave the library without an adult, it is the responsibility of the parent/guardian to ensure that he/she is not in the library alone to begin with. This is a particular concern in inclement weather, after dark, and at closing. All children should have the telephone number of an emergency contact.
   2. In some facilities, children aged 14 and under may be asked to use designated computers rather than adult computers if unaccompanied by an adult.

C. Unattended Minor/Vulnerable Adult at Closing:
   1. Never give a customer a ride home unless you have supervisor approval and/or in a serious emergency or safety situation when options provided below are not possible.
   2. Two staff must remain after hours with the individual(s) for personal liability protection.
   3. First attempt to call parents/guardians based on library records or information obtained from the child. Second, if the child has other contact information for another family member (e.g. grandparent, sibling, neighbor or adult friend) attempt to make contact with
a parent or guardian. Use good judgment and caution when releasing the individual(s) to secondary contacts other than what appears to be the parent/guardian.

4. If a valid contact and/or reasonable arrival time cannot be achieved, contact the Aurora Police non-emergency phone number (303-627-3100) and ask for the Police to take custody of the individual(s).

5. If Police actually take custody of the child and there was no parent/guardian contact made regarding where the individual will be picked-up (library or Police station), obtain a contact number for parents to call from the Police and place a note on the inside glass of the facility front door similar to the following as appropriate (do not provide detail information about the child for safety purposes):

   A minor(s) [or vulnerable adult] was left at the library today, 
   __________________[day/date] at our closing time of ____________[closing time] 
   with no transportation home. After all attempts to phone/contact a parent or guardian 
   based on available information and waiting on site with the minor(s) for ________ 
   minutes, the Aurora Police were called and your child may be picked-up at a nearby 
   Police location by calling __________________ [Police provided phone number].

6. Contact your supervisor and inform them of the situation.

D. Truancy:
1. The Aurora Public Library will not become actively involved in cases of suspected 
   truancy. However, library staff will not obstruct a school district employee in attempting to 
   address a case of truancy in the library.

Chair, Library Board       Department Director
Date                      Date