

**OTTUMWA PUBLIC LIBRARY**  
**POLICY AND PROCEDURE**

**Name of Policy:        UNATTENDED CHILDREN POLICY**

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**Purpose:**            To provide a welcoming and safe environment for children and patrons of all ages with guidelines to be followed concerning the care and behavior of young library users.

**Procedure:**

1.     Children up to and including the age eight (8) must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. The assigned caregiver must be a responsible person and must carry emergency contact information. An exception would be children attending a library program without a parent/caregiver in the library building (such as book clubs) but immediately join the child at the end of the program.
  
2.     If the child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform them of the rules.
  
3.     If a child in this age group violates the “Disruptive Behavior Policy” (located elsewhere in this manual), the child and the parent/caregiver will be informed of the rules. If inappropriate behavior continues, the family may be asked to leave the library.
  
4.     Children age nine (9) and older may use the library on their own. However, parents are still responsible for the actions and the well-being of their children. Children using inappropriate behavior may be asked to leave the library.

Date Revised: 14 March 2011

By: Ottumwa Public Library Board of Trustees