

## KELLEY LIBRARY

### POLICY FOR SAFETY OF MINORS

Purpose: To address the safety and well-being of minors in the library.

#### STATEMENT OF POLICY:

The Kelley Library welcomes children of all ages to use and enjoy the facilities, collections and programs offered by the library.

While staff makes every effort to ensure the space is safe and welcoming, young children are safest when supervised by a parent, caregiver or mature adolescent while in the library.

Responsible adults should remember that the library is a public building **available for the use of all**, and staff do not monitor who is coming and going. For the protection and well-being of children who enjoy libraries, the following policy has been established:

- Children age eight (8) and under must be accompanied and *continuously supervised* by a parent or guardian while in the Library.
- Children ages nine (9) and ten (10) must have a parent or guardian in the building while they use the Library; however, that parent or guardian may be in a different part of the building than their child.
- Parents or legal guardians are responsible for the conduct of their minor children (under 18 years of age) in the Library or Library grounds, *regardless of whether they are accompanying their children or not*.
- The Library staff is not responsible for preventing a minor from leaving the Library or Library grounds.
- The parent or guardian must stay in the library building while their child age ten (10) or younger is attending a library-sponsored program. Children attending library programs are supervised by the library staff *only during the scheduled time of the program* unless otherwise stated in program materials or by the supervising staff member.
- All visitors to the library must conduct themselves in accordance with the Library's Patron Behavior Policy. Disruptive behavior including shouting, running, pushing, or other rambunctious activities, is not permitted. Staff will ask disruptive children to leave library property. The responsible adult will be notified when older children using the library independently show a pattern of not adhering to the guidelines of this policy. The library staff will contact the police as appropriate.
- Responsible adults must be familiar with the library's hours of operation and should not leave children before opening or after closing. Also, close attention must be paid to changes in hours and unexpected closings (storms, power outages, etc.). Prior arrangements and contingency plans for immediate pick-up should be discussed with

the child. Library staff is not responsible for supervising children left alone when the library is closed.

- If a child has been left at the library without a ride or assistance home at closing time, every attempt will be made to contact a responsible adult by telephone. If a responsible adult cannot be reached within 15 minutes, the Salem police will be called to escort the child home or to keep the child until parents/guardians can be reached. Two staff members will remain with the child until the police have arrived. Please note that staff are not permitted to remain after hours with an unattended child nor give him/her a ride home or to any other location.

The Library is not responsible for any consequences of parents forfeiting their responsibilities.

***Adopted by the Kelley Library Board of Trustees, July 26, 2016***