



# POLICY MANUAL

135 Main St. Montpelier, VT

## POLICY ON ATTENDED AND UNATTENDED CHILDREN AT THE LIBRARY

Effective Date: January 19, 2011

### I. POLICY OVERVIEW/DESCRIPTION

The Kellogg-Hubbard Library is a warm, inviting and stimulating place for children; however, the library does not assume responsibility for children of any age who are attended or unattended in the building or on library grounds. Unattended children, in particular, can be at risk, just as they are in any other public place. Parents or legal guardians are always responsible for the well-being and safety of their children. Parents or legal guardians assume all liability for damage done by their children to the library facility, as well as fines incurred and the cost of lost or damaged items.

**Children age eight or younger** shall be attended at all times and actively supervised by a responsible person over the age of sixteen, other than library personnel.

**Children nine and older** may use the library unattended, subject to current library rules of conduct. If a child fails to follow those rules, he or she may be asked to leave the premises; the library administration has the prerogative to extend the restriction if the child's behavior is extreme or repeated, or if the child is consistently uncooperative. If a child is asked to leave the library, the library will attempt to contact his/her parent(s) to alert them of the situation. The library may require a parent(s) to attend a meeting with staff before the child is allowed to return.

If a child is expecting to be picked up by a parent/guardian and that adult does not show up, and *if the child informs library staff of this situation*, they will try to contact the parent/guardian. If it is closing time and a parent/guardian has not been reached and the child says he/she was supposed to wait, the library will contact the Montpelier Police Department or bring the child to the police department.

### II. REVISION HISTORY

| Date       | Revision | Modification  |
|------------|----------|---|
| 2016-11-16 | 1.0      | Revised policy approved by the Kellogg-Hubbard Library Board of Trustees. |
| 2011-01-19 | 0.0      | New policy approved by Kellogg-Hubbard Library Board of Trustees.         |