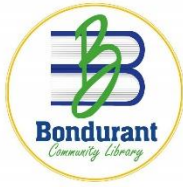


BONDURANT COMMUNITY LIBRARY



UNATTENDED CHILDREN POLICY

The Bondurant Community Library encourages children to experience the collections, services, and programs it offers. The following guidelines ensure their use of the Library is a positive and safe experience.

Guidelines:

- A child is expected to abide by the Library's Rules of Conduct.
- The Library is not responsible for the actions, supervision, safety or monitoring a child's use of the Library.
- A child 9 years of age or younger must be attended and supervised by a caregiver at all times. A caregiver must be 14 years of age or older.
- Library staff will attempt to contact a child's caregiver if:
 - a child 9 years of age or younger is in the Library unattended.
 - a child under 18 years of age is in the Library unattended at the time of closing.
- If a caregiver cannot be reached within 15 minutes, Library staff will notify the Polk County Sheriff. Library staff must consult the Library director before the police are notified. If the Library director cannot be reached, senior staff on duty will make the decision to call Polk County Sheriff.
- Two Library staff will remain with the child until a caregiver or until the Sheriff's department arrives.
- Under no circumstances should Library staff drive a child to any location or leave a child alone outside the building after closing.
- Library staff will not page or call a child to the phone.
- If a child leaves the program area during a program, it is not the responsibility of library staff to monitor the child, nor to notify the parent/responsible caregiver that the child has left the program. Although children may attend programs without a caregiver, the caregiver is expected to remain in the building and join the child immediately following the program.
- If a child wishes to leave the library, the library staff cannot legally detain him or her.

Missing (Lost) Child Policy

If a parent (guardian) reports a missing (lost) child:

1. Call “911” and report the circumstances to the police.
2. Have staff canvas Library for missing child, including restrooms and meeting room.
3. Have another staff member in the entryway hall to monitor main doors.
4. Report findings to police when they arrive.

Adopted by the Bondurant Community Library Board of Trustees:

3/1990

Reviewed: 12/2002, 6/2021

Revised: 5/2004, 4/2005, 3/2009, 7/2012, 11/2015, 10/2019