

## Trumbull Library System

### Unattended Children and Adult use of Children's Section Policy

The Library Board and staff are eager for children to use the Library and hope that children of all ages will find the Library to be a warm and welcoming place. In order to maintain a safe, orderly and appropriate environment for library use, the following guidelines regarding the supervision of children are in effect:

1. Adults unaccompanied by a child are restricted from using the Children's wing, with the exception of the Children's book collection.
2. Parents, guardians or caregivers (18+) are responsible for the behavior, safety and supervision of their children at all times while their children are in the Library and on the Library premises.
  - **No child under 10 years of age is to be left alone in the Library for any reason.**
  - Children aged 10 to 11 years of age may be allowed in the Children's section of the library *provided that the parent/caregiver remains in the building.*
  - Children aged 12 and above may use the library independently.
  - **During story times, adults must remain in the Children's Room.**

Transgressions will be dealt with accordingly:

- 1<sup>st</sup> offense – Written warning consisting of a copy of this policy
- 2<sup>nd</sup> offense – Staff will contact Trumbull Police
- *If a child is left behind for more than 15 minutes and Library staff are not able to contact the parent/caregiver, Trumbull Police will be contacted.*

3. The Library staff is not responsible for the safety or supervision of children of any age, whether in the Library or on Library premises. All patrons are expected to follow the Patron Conduct Policy.
4. Parents, guardians or caregivers should be aware of Library opening and closing times and make suitable arrangements to meet and transport their children.
  - If an unattended child is left at the Library at closing time, or as the result of an emergency closing, staff will assist the child in calling home to arrange transportation.
  - Staff members will remain with the child for 15 minutes after library closing.
  - Staff will contact Trumbull Police after 15 minutes.
  - ***Under no circumstances will a Library staff member take a child out of the building or transport a child to another location.***
5. All children, young adults and adults are expected to respect Library property and other Library patrons. Disruptive or inappropriate behavior will result in the individual(s) being

asked to leave. *In the case of minors, the Library staff will make every attempt to contact parent or guardian prior to removal. The judgment of the Library staff prevails when requesting the removal of a child from the building in the event of behavioral difficulties and the Trumbull Police Department will be notified in situations deemed necessary.*

This policy is subject to change at the discretion of the Trumbull Library Board of Trustees.

*Reviewed and Updated by Trumbull Library Board of Trustees – 11/14/18*