

## **UNSUPERVISED CHILDREN and MINOR POLICY**

Approved May 13, 2002

The Sycamore Public Library is dedicated to providing a safe and secure environment for the proper use of library resources by users of all ages. The following policy has been set forth to provide the greatest possible degree of protection for both the library staff and the minors of the community to create a productive and enjoyable environment for all patrons.

### **DEFINITIONS**

“Caregiver” means a minor’s parent, legal guardian or custodian.

“Child” or “Children” means any person(s), age 7 and under.

“Library Staff” means all librarians, administrators and other employees of the library.

“Minor” means any person under the age of 18 not possessing a valid driver’s license.

### **MINIMUM AGE REQUIREMENT**

Children must be accompanied by a Caregiver on library property **AT ALL TIMES**.

Caregivers who do not attend story time programs with their preschooler must remain in the library during the program.

### **MINORS IN THE LIBRARY**

Responsibility for Children on library property rests with the Caregiver, **NOT** Library Staff.

Minors age eight and older may use the library unattended, subject to the policies and procedures adopted by the Sycamore Library Board of Trustees concerning behavioral conduct and demeanor.

When a Minor is left unattended the Caregiver needs to make sure the child: a. Knows how to reach the Caregiver ( phone # etc.) b. Has instructions, preferably in writing, as to when Caregiver will return and what activities the Minor is allowed to participate while at the library. c. Make sure the Minor is not afraid to talk to Library Staff concerning situations or conditions that may concern the Minor. Library Staff cannot monitor each Minor, but will gladly help.

### **DISRUPTIVE MINORS**

If any Minor becomes disruptive to the extent that such minor’s behavior (1) causes other patrons to be unable to use library resources productively or (2) causes the Library Staff to be unable to perform their job duties, a staff member shall warn the offender one time, stating the problem and consequence. If the disruptive behavior continues, the offender will be asked to leave. If the offender refuses to leave, a staff member may attempt to notify a Caregiver, if known, or contact the Sycamore Police Department to remove the offender. In that case, it is necessary to complete an “Unsupervised Minor Policy Incident Report Form” and other disciplinary action taken if warranted. This action may include criminal prosecution or banning an offender from library property.

## To The Staff

### DO:

Use good judgment and take reasonable steps to ensure the safety and security of any minor.

Comfort and reassure the Minor throughout the incident.

Treat all parties with courtesy and respect.

### DO NOT:

Wait alone with a Minor. Two staff members should always wait with a Minor.

Wait in your car with a Minor, or in a non-public area of the library.

Drive, or otherwise transport a Minor to another location.

Leave the library until the Minor is met or picked up by a parent, guardian or other appropriate authorities.