

NorthEast-Millerton Library Unattended Child Policy

The Northeast-Millerton Library is committed to providing a safe and welcoming space to all patrons, regardless of age. This policy is to help guide staff when unattended children are in the library. All factors and conditions that can occur can not be covered in one policy. Good judgment must be used in all instances.

No child that arrives at the library unattended may be turned away, regardless of age. Children can only be turned away due to past behavior, actions, occurrences, or if it is during school hours (see below under School days/hours)

Supervision

Parent/Caregivers, not library staff, are responsible for the behavior, care, and supervision of their child while on library property.

A child, who is the age of 7 or under, must have a parent or caregiver present.

If a child is left in/arrives at the library that is 7 years or under, the library staff must:

1. Make sure the child is OK (not crying, lost. Etc)
2. Make a reasonable effort to contact the parent or caregiver to come and pick up the child.
3. If the child was “dropped off” by parent/caregiver, wait a reasonable amount of time for parent to return. If they return in the allotted time, give them a copy of this policy and inform them that they are not to leave their child here unattended.
4. If you are unable to contact the parent/caregiver, or if they do not return in a reasonable amount of time, contact the police.

If either the parent returns or the police are notified, the event must be documented and the director must be notified (if not already present).

An unattended child at any age within 15 minutes of the library closing.

1. Do not single them out. Go around to every patron to make them aware that the library is closing soon.
2. If it is within 5 minutes of closing and no one has come to pick them up. Ask them if they need to call their parent/caregiver.
3. Wait with the child until 15 minutes after closing. If no one has arrived to pick up the child, contact the police. Remain with the child until the caregiver or police arrive.
4. If the child ends up leaving with the officer because the parent/caregiver didn't arrive, place a note on the front and back door stating:
(Child's Name) is in the custody of the (Millerton/State) Police. Their number is 518-789-6355/518-89-4411

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If a child is unattended and present after library hours, it must be documented and the director must be notified (if not already present).

Library staff may not drive any child home or to any other location.

School days/hours

During the hours that school is in session, school age children must be occupied by a parent/caregiver. Exceptions may be made if the child is home schooled.

Children Programs

It may be acceptable for a child to be left unattended for a brief period of time during children's programming. This is solely at the discretion of the program organizer. The child must be an appropriate age. Contact information must be left by the parent. This should only be an occasional practice.