

Safe Child Policy

Children's Safety

The Library is a public place. Anyone may enter and use the facilities. Children left alone in the building can be vulnerable and at risk. It is for the safety of each child that the Tuttle Library has adopted this Safe Child Policy.

Levels of supervision required

- Children age seven (7) and younger must be accompanied by a parent, guardian, or responsible caregiver (fourteen years of age or older) at all times and in all areas of the library.
- Children age four (4) and younger must always be in close proximity and within sight of the person responsible for their safety.
- Children of any age with mental, physical, or emotional disabilities which affect behavior or decision-making skills or make supervision necessary must be accompanied by a parent or caregiver at all times.

Parents' Responsibility

Children age seven (7) and younger must be accompanied by a parent, guardian, or responsible caregiver (fourteen years of age or older) at all times and in all areas of the library. Parents and caregivers are responsible for monitoring their children's safety and supervising their children's behavior in accordance with the Tuttle Library Rules of Conduct.

Children's Responsibility

Children, like all library users, are required to respect library property and to act in a manner appropriate to the use and function of the library. Children are subject to the same Rules of Conduct as other patrons and the same consequences, including being asked to leave the library.

Unattended Persons after Closing Time

Parents, legal guardians, and caregivers are responsible for being aware of the times the Library opens and closes. Library Staff must exercise appropriate procedures to ensure the safety of unattended persons, either minors 17 years of age and younger or dependent persons of any age, especially when the library is closing.

- One half hour prior to closing time, staff will make an effort to ascertain that any minors or dependent persons of any age have arrangements for transportation. Parents/Caregivers should ensure the Library has current contact information on file.

- If no ride has arrived by 20 minutes after closing time, Library Staff may notify the Police Department to assume custody of the child. Staff will monitor persons left unattended until transportation or the Police Department arrives.
- Library Staff will record the parent, legal guardian, or caregiver's name, address, and telephone number and the name of the unattended person.

The Role of Library Staff

The role of the library staff is to facilitate circulation and use of the library, maintain the collection, manage the catalog, and to conduct programs as scheduled. Under no circumstances will the library staff provide transportation to unattended minors or dependent persons, or leave them alone in the building or on the library premises. Library Staff cannot and do not accept responsibility for unattended children.