

**PLAIN CITY PUBLIC LIBRARY
ADMINISTRATIVE POLICY AND PROCEDURES**

SUBJECT: CHILD BEHAVIOR AND SUPERVISION*

DATE APPROVED: 8/21/1989

REVISED: 3/17/2014

POLICY: Library staff are not responsible for children at the library and may not accept responsibility for their care or transportation. Parents or adult caregivers are responsible for the behavior of all children they bring to the library.

Children who are being disruptive will be asked by staff to behave. If the disruptive behavior continues, the parent or caregiver will be informed that the child is disturbing others. If the caregiver refuses or is unable to control the child, the staff member will advise the supervisor in charge who may ask the family to leave the building.

Children under the age of eight (8) may not be left unattended in the library. Any unattended child left in the library building at closing time will be asked to provide their name and a contact phone number for the responsible caregiver. The supervisor in charge will attempt to contact the caregiver. Two staff members must remain in the building until the child has been retrieved. If the unattended child has not been retrieved by fifteen (15) minutes after the library has closed, and appropriate arrangements have not been made by the child's caregiver, the supervisor in charge will use a non-emergency phone number to contact the local police department for assistance.

*Supersedes the UNATTENDED CHILDREN POLICY 8/21/1989 and the CHILD BEHAVIOR POLICY 8/21/1989