

Portage Public Library CHILD SAFETY POLICY

- I Purpose
- II Requirements and Responsibilities
- III Library Staff Actions

I Purpose

- (A) The Portage Public Library welcomes children to use its facilities and services. Parents/guardians are responsible for their children.
- (B) Parents/guardians are reminded that unexpected events can occur while children are left unattended. Some examples include: the child could wander out of the building on his/her own, the child could be approached by untrustworthy people, or the child could be physically injured.

II Requirements and Responsibilities

- (A) All patrons, including children, must abide by the rules in the Public Behavior Policy. It is the responsibility of the parent or caregiver to ensure all children are abiding by library rules.
- (B) All children should have the telephone number of someone who can assist them in an emergency. It is important that all children have a library card. Accurate home and work telephone numbers of parents must be provided on the library card account.
- (C) Children age eight (8) or younger must have a responsible caregiver accompanying them unless the child is participating in a library program. The library strongly recommends that parents and caregivers attend programs with their children; however, parents or caregivers for children age eight (8) or younger who do not attend the program with the child must remain in the building.
- (D) Children older than eight (8) years of age, may use the Library unattended as long as they abide by the Public Behavior Policy. All unsupervised patrons, regardless of their age, are responsible to follow library policy.
- (E) Children behaving inappropriately will be informed of the rules. Parents or caregivers accompanying the child(ren) will be informed of the rules as well. If inappropriate behavior continues, the child will be asked to leave the library.

III Library Staff Actions

- (A) Library staff will use reasonable judgment when estimating the age of children.
- (B) If a child is asked to leave the library and it is within fifteen (15) minutes of closing time, and is unaccompanied by a parent/guardian or appropriate-aged caregiver, the staff will:
 1. Call the Portage Police Department to pick up the child, if the parent or caregiver cannot be located. Staff will notify the library director that police have been called and write an Incident Report.

2. Remain with the child until the parent, caregiver, or police arrive. Two (2) staff members will be paid to remain with the child after the library closes. Before the child is allowed to be picked up by a parent or caregiver, library staff need to verify and record the name of the person picking up the child by checking formal identification, (photo ID is best).
3. Not transport any child from the library to another location.

Approved by the Portage Public Library Board of Trustees

January 8, 2013

October 11, 2022