

NORTH BABYLON PUBLIC LIBRARY  
UNATTENDED CHILDREN POLICY

RESOLUTION

WHEREAS, a practice has developed of leaving young children at the Library unaccompanied by a responsible older person, and

WHEREAS, this practice has been disruptive to the proper administration of the Library, and

WHEREAS, this practice has been determined to be detrimental to the health, safety and welfare of the children who are left at the Library, and

WHEREAS, The Board of Trustees is desirous of establishing a policy, and providing a practice and procedure to correct this situation.

NOW, THEREFORE, IT IS

RESOLVED, that in the interest of safety, it is the policy of the North Babylon Public Library that young children not be left unattended in the Library. The Library provides services to all children, but the library staff will not be expected to supervise unattended children. We urge parents to remember that the Library is a public building and that it is not in the best interests of any child to be unattended except when participating in a supervised program. Staff members observing unattended children will be expected to locate the adult responsible for the child's presence in the library.

RESOLVED, that the Library Director shall establish the procedure for implementing the aforestated policy, including, but not limited to, reporting and record keeping procedures, and informing the general public of this policy.

Adopted by The Board of Trustees, 2/23/88.  
Reviewed 5/19/92.  
Reviewed 4/15/03

NORTH BABYLON PUBLIC LIBRARY

PROCEDURE FOR UNACCOMPANIED CHILDREN

In the event a child is unaccompanied and, in the judgement of the staff, the health, safety or welfare of the child is jeopardized, the staff shall proceed as follows.

Approach the child in a friendly manner, asking if someone responsible is with them. If the child answers NO or cannot answer, search other floors.

If indeed no one is accompanying the child:

1. Ask the child for the telephone number of parent/guardian.
2. Call parent/guardian apprising them of policy and obtain their name.
3. If the child is not retrieved in reasonable time, call above named person again apprising them that the child shall be turned over to the Suffolk County Police Department.
4. Call SCPD apprising them that the child must be retrieved if the parent/guardian does not respond in a reasonable time.
5. Obtain name and badge number of retrieving officer.
6. Complete and submit a report.

If the child cannot supply a telephone number:

1. Call SCPD.
2. Obtain name and badge number of retrieving officer.
3. Complete and submit a report.

NOTES:

In no case shall the child be left unattended by the staff. If necessary, the person in charge shall remain with the child until parent/SCPD arrive. Staff shall be compensated appropriately in the event the building closes.

In all cases, staff must employ their best judgement and discretion in determining whether the child is in jeopardy.

Adopted by the Board of Trustees  
March 15, 1988

CHILDREN'S INCIDENT REPORT

Date of Incident: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's telephone number: \_\_\_\_\_

Police Officer's name: \_\_\_\_\_

Police Officer's badge number: \_\_\_\_\_

Description of incident:

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

# Unattended Children

In the interest of safety, it is the policy of the North Babylon Public Library that young children not be left unattended in the Library.

The Library is happy to provide services to all children, but the Library cannot be expected to supervise unattended children. The Library staff does not take over parental responsibilities for children who come into the library.

We urge parents to remember that the Library is a public building and that it is in the best interests of a child to be attended by a parent or adult guardian, except when participating in a supervised program. Children left alone may become frightened, anxious, or could be tempted to leave the building with a stranger. Unanticipated closures also may occur.

Staff members observing unattended children will try to locate the adult responsible for the child's presence in the Library. If no one is accompanying the child, the parent/guardian will be contacted by telephone. If the child is not retrieved in reasonable time, the child shall be turned over to the Suffolk County Police Department.

**If a child is not old enough to leave the library without an adult, the child should not be in the library without an adult.**

If parents have any questions or concerns regarding the Library's Unattended Children Policy, please feel free to contact a Librarian or the Library Director.

Thank you for your cooperation.