



## Unattended Children Policy

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Parents or legal guardians, not Library staff, are responsible for the safety, behavior, and well-being of their children while the children are in the Library.

**Children 8 years old and under** or children of any age who are unable to care for themselves **must be accompanied by, in visual contact with, and adequately supervised by a parent, guardian or responsible caregiver (14 years old or older), at all times and in all areas of the building** unless they are in attendance at a Library-sponsored program. A parent, guardian or caregiver must remain in the Library while their children age eight or under attend a program, and take charge of their children as soon as the program is over or when the child exits the program room.

**If a child eight years of age or under is found to be unattended, or accompanied by a caregiver under the age of 14, staff will attempt to contact the unattended child's parent/guardian.** If the parent/guardian cannot be located, Woodridge Police will be contacted.

**Library staff members are not responsible for supervising children of any age.** Children age 9 and older may use the Library without a parent/guardian or responsible caregiver present, but must be able to reach a parent/guardian or responsible caregiver immediately, either in person or by phone. All children in the Library must follow the Library Behavior Policy and are expected to use the Library appropriately. Children who do not follow these rules are subject to the same consequences as other library users, including being required to leave the Library or losing library privileges. Situations may arise when, due to unusual or emergency circumstances, it may be necessary for the Library to close without prior notice. In this event or in case of other emergencies, unaccompanied children who cannot transport themselves must be able to reach a parent/guardian or responsible caregiver for immediate pick-up.

**Library staff cannot ensure that children leave the building with a responsible caregiver.** The Library building is closed and locked promptly at posted closing times. Any children still at the Library at closing may be asked by staff to call their parent/guardian. A phone will be made available, if needed. While the Library assumes no responsibility for children left at the building at closing, the Person-in-Charge and a second staff member may wait up to 15 minutes for a parent/guardian to arrive for their child. At that time, if the child still has not been picked up, Woodridge Police will be called.

Under no circumstances will a staff member transport a child to another location.

The Woodridge Public Library welcomes children of all ages. **This policy is intended to better ensure the safety of our younger library users.**

*Approved by the Woodridge Public Library Board of Trustees 10/16/2024*