

# **Carter Lake Public Library**

## **Unattended Children Policy**

The Carter Lake Public Library welcomes children to use its facilities and services. However, responsibility for children using the library rests with the parent, guardian, or other adult individuals who are responsible for children, not with library personnel. This allows for a library environment that allows all patrons to utilize library materials and information sources in a safe, relaxed manner. Children must have a library card on file therefore staff have contact information to reach a parent or guardian if a situation arises.

Children under the age of 10 cannot be left unattended in the library. Children under the age of 10 should be accompanied by an adult or caregiver 12 years and older. Carter Lake Public Library is not responsible for the care of unattended minors and does not assume the responsibility from the parents or caregivers for providing for the welfare of their minor children. Carter Lake Public Library does not have the staff, training, or the State certification to act as a child-care facility. Parents or caregivers must remain with their minors if they are under the age of 10. Parents and caregivers are responsible for the care of their minors inside of the building and on the premises.

The following procedure will be used if it is determined that a child under the age of 10 is left unattended in the library:

1. **Library staff** will attempt to locate the parent, guardian, or individual on file responsible for the child within the library.
2. **If the parent, guardian, or adult person responsible for the child** has not been located, or if the library is closing, a staff member will notify the police.
3. **Under no circumstance** shall the staff of the Carter Lake Public Library deliver a child to the child's home.

In any situation that requires calling a parent about a child's behavior or that involves law enforcement, library staff will complete an Incident Report.

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Amended 5/2023  
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