



## Unattended Minors Policy

The Licking County Library encourages all ages to visit the Library with their parents or guardians and take advantage of the resources available for them to meet their informational, recreational, and educational needs. However, the care and behavior of minors visiting the Library is the responsibility of the parent or guardian and the Library encourages minors to be accompanied by an adult. Library staff cannot take the responsibility and do not have the authority to care for or supervise minors in the Library if left unattended.

When a situation (i.e. personal injury or a minor is unattended at closing, etc.) develops that warrants the attention of the minor's parent or guardian and they are not present, the Library will attempt to contact the parent or guardian. When a child is left unattended at closing and a parent or guardian cannot be reached, two staff members are to remain with a minor for up to fifteen minutes after closing. If a parent or guardian is not present and still may not be reached within 15 minutes, staff are directed to call the police. The two staff members should remain with the child until the parent or guardian or police arrive and an incident report should be completed and signed by both staff members and submitted to the Director. The Director will then send a letter with this policy to the parent or guardian of the minor to inform them of the Library's policy.

Under no circumstances will a library staff member transport a minor or any customer in their personal car or library vehicle to another location. Staff should not leave a minor unattended outside the Library to wait on a ride.

This policy applies to vulnerable adults as well. Vulnerable adults are those 18 years or older who are in danger of being mistreated or neglected, are unable to protect themselves due to physical or mental illness, and have no one to assist them.