



Center Line Public Library Department Policy
Subject: REVISED Unattended Children Policy
Number: 730-2012-002
Effective Date: October 29, 2012.

1.0 Purpose

This policy has been established for the safety of children who visit the Center Line Public Library as well as to maintain the Library's atmosphere in which people of all ages may come to read, browse, do research, study, attend a program, or otherwise enjoy the library's services.

2.0 Scope

This policy shall apply to all minors and their caregivers in the Library.

3.0 Policy

3.1 The library staff cannot assume responsibility of a minor at any time. All children should have the telephone number of someone who can assist them in an emergency.

3.2 Parents/legal guardians or caregivers are responsible for their children's safety and behavior while in the Library. Parents/guardians will be held responsible for damage to library property caused by their children.

3.3 Patrons of all ages are expected to follow the Library Code of Conduct at all times.

3.4 Minors in the Library Aged 0-4

3.4.1 Minors in this age group must be in the company of a parent/caregiver in close proximity while in the Library. They must also be accompanied to the restroom by a parent or caregiver. Even if the child is attending a program, it is required that the parent/caregiver remains with the child throughout the program.

3.5 Minors in the Library Aged 5-9

3.5.1 Minors in this age group must have a parent/caregiver in the Library and must follow the Library Code of Conduct.

3.6 Minors in the Library Aged 10-13

3.6.1 Minors in this age group may use the Library unattended for up to three (3) hours. If a child in this age group is unattended for a period of time in excess of three (3) hours, the library staff will follow the procedure below for Unattended Children.

3.7 Minors in the Library Aged 14-17

3.7.1 Minors in this age group may use the library unattended as long as the Library Code of Conduct is followed.

4.0 Definitions

- 4.1 **Caregiver:** Parent, legal guardian, babysitter, grandparent, sibling, or other person aged over 14 years who is either legally responsible for the minor(s) in question or has been given permission by the minor's parent or legal guardian to oversee the child while in the Library on any given day.
- 4.2 **Public Safety Department:** Center Line Public Safety (police and fire) 7070 E. 10 Mile Rd. Center Line MI, 48015. Phone 586-757-2200.
- 4.3 **Children's Area:** The area of the library designated for children.
- 4.4 **City:** City of Center Line, Michigan.
- 4.5 **City Hall:** 7070 E. 10 Mile Rd. Center Line MI, 48015. Phone 586-757-6800.
- 4.6 **Close proximity:** Within visual and physical contact.
- 4.7 **Library:** Center Line Public Library and Library grounds.
- 4.8 **Library Code of Conduct:** The Library's policy on behavior in the Library.
- 4.9 **Library director's designee:** any library staff member in charge in the absence of the library director.
- 4.10 **Minor:** a person aged less than 18 years.
- 4.11 **Parent(s):** parent or legal guardian
- 4.12 **Police:** Center Line Department of Public Safety.
- 4.13 **Shift Commander:** Person in charge at Public Safety.
- 4.14 **Unattended Child:** A minor aged 10-13 years who is in the Library for more than three (3) hours without a parent or caregiver.

Or

A minor aged less than 10 years who is in the library without a parent or caregiver on site for any period of time. Child Protective Services considers a minor under 10 in the library unattended to be child neglect.

5.0 Responsibilities

- 5.1 The library director or library director's designee is responsible for ensuring compliance with this policy.

6.0 Procedures

- 6.1 Staff procedure for Unattended Children.

6.1.01 Minors Violating the Library Code of Conduct

- 6.1.01.1 Minors violating the Library Code of Conduct under age 10 are treated as Unattended Children and library staff will follow the procedure below for Unattended Children. Library staff will also explain the Library Code of Conduct as necessary.
- 6.1.01.2 Minors violating the Library Code of Conduct aged 10 and up will be informed of the Library Code of Conduct. If the undesired behavior continues, the library staff will ask the minor to leave for the day. If the minor requires transportation, library staff will allow the minor to use the telephone to make arrangements. If the minor refuses to leave when asked, library staff will contact Public Safety.

6.1.02 Unattended Children

- 6.1.02.1 When it is discovered that a minor may be left unattended, library staff will first attempt to locate a parent or caregiver in the Library and explain the Unattended Children Policy. If a parent or caregiver is not found in the library, library staff will attempt to contact a parent or caregiver to come and retrieve the child. If a parent or caregiver is not reached or if they do not arrive within fifteen (15) minutes, the library staff will contact the police who will transport the child to the Public Safety Department.

6.1.03 Minors Left in the Library after Closing

- 6.1.03.1 If a minor aged 13 years or under is determined to be unattended or is waiting for a ride, bring him or her into the Library. Allow the minor to use the telephone, as necessary. The minor should wait for the ride in the foyer between the two sets of library entry doors. A minimum of two (2) library employees will wait with any unattended child(ren).
- 6.1.03.2 If the ride is not here by 15 minutes after the closing time, library staff will call the Center Line Public Safety non-emergency number at 586-757-2200 and a police officer will transport the child to the Public Safety Department located at 7070 E. 10 Mile Rd. Center Line, MI 48015 until the child is picked up or until the Shift Commander makes other arrangements.
- 6.1.03.3 Library staff will place a sign on the front doors of the Library stating, "Unattended Child is at the Center Line Public Safety

Department" with the address and phone number. No names will be stated on the sign.

6.1.04 Any time a library staff member contacts the police, staff must fill out an incident report describing the action taken within 24 hours of the incident. Submit the report to the Library Director who will, in turn, inform the City Manager and Library Commission.

6.1.05 Any questions, comments, or complaints that arise from a violation of this policy should be directed to the Library Director who can be reached at 586-758-8275. If a satisfactory result is not met, any appeals may then be made to the City Manager who can be reached at 586-757-6800 at City Hall.

7.0 Authority

7.1 This policy was approved by the City Manager on October 29, 2012.

7.2 This policy was reviewed by the Library Commission on October 11, 2012.

7.3 This policy was reviewed by the Director of Public Safety on September 27, 2012.

-----**Employees are not responsible for information below this line**-----

8.0 References

8.1 The following references were utilized in preparation of this policy.

8.1.01 City of Center Line City Policy Number 101-2012-001

8.1.02 City of Center Line City Charter, Libraries, reading rooms; use, restriction, Sec. 2-221, p. CD 2:17, Code 1962, § 2-323

8.1.03 City of Center Line City Charter, City Council Authority, Sec 2-222, p. CD 2:17, Code 1962, § 2-321

8.1.04 Troy Public Library's Behavior Policy:
<http://www.troylibrary.info/behaviorpolicy>

8.1.05 Roseville Public Library's Policy Handbook
<http://www.rosevillelibrary.org/Policies.pdf>.

8.1.06 MCLS Unattended Children Policy Samples
http://mlc.lib.mi.us/wiki/index.php/Unattended_Children_Policy

8.1.07 State of Michigan's Children Protective Services Manual
<http://www.mfia.state.mi.us/olmweb/ex/PSM/713-8.pdf>

9.0 Revisions

9.1 This policy shall be reviewed every five years.

9.2 Revision history:

9.2.01 This policy is a revised version of the Unattended Child Policy last updated in 2000.