

SAFETY AT CLOSING TIME POLICY:

Should a youngster under the age of 16 be left unattended and stranded at the library after closing hours, two staff persons will remain with the minor to handle the situation. These staff shall be the Building Supervisor and his or her designee, or the two staff with the most seniority.

Library staff will attempt to call the parent/attending adult. If the staff cannot reach a parent/attending adult, they will remain with the minor within the library entrance for 15 minutes after closing time. After this time period has elapsed, the two staff will contact the Police Station and request that an officer come and assume responsibility for the minor and accompany him or her to the Police Station; staff will explain to the attending Officer the steps taken so far.

An Incident Report Form will be filled out by staff and submitted to the Director, so that the parent/attending adult may receive a copy of this policy, and understand the actions taken.

An ongoing or recurrent problem with a specific family may require further action. Under no circumstances will Library staff transport or accompany the minor from the library grounds. This policy shall be posted in the Library, and filed at each workstation, and verbal reminders to unescorted minors shall be part of normal closing procedure.

Approved 11.2.15