

Dover Public Library
525 N. Walnut St.
Dover, OH 44622
330-343-6123
www.doverlibrary.org

Unattended Minor Policy

The Dover Public Library welcomes children of all ages to use its facilities and services. The Library offers many opportunities for children to learn and create through programs and other activities. However, the Library is a public place, and the safety of young children left alone in the Library is a serious concern. The responsibility for the care, safety, and behavior of children using the Library rests with the parent, legal guardian, or designated caregiver age 14 or over. If caregiver is an older sibling (at least 14 years old), they must carry emergency contact information with them.

In order to create an environment of safety and maintain an atmosphere where reading and study can be encouraged, the following policy has been established.

- The care and behavior of minor children visiting the Dover Public Library is the responsibility of the parent or designated caregiver age 14 years or over
- Children ages 7 and under must have a parent or designated caregiver in the immediate vicinity of (and in visual contact with) the child at all times. If a child of this age is found to be unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform him/her of the Unattended Child Policy. If the parent/caregiver cannot be located, Library staff will contact Dover Police Department to assist the child.
 - The parent or designated caregiver must be in the room where a child ages 7 and under is attending a program
- Children ages 8 through 11 must have a parent or designated caregiver in the Library building at all times
 - The parent or designated caregiver must not leave the Library building while their child ages 8 through 11 is at a Library program.
- Children ages 12 and up may use the Library on their own and should carry emergency contact information on their person
 - Parents are still responsible for the actions of their children while they are in the Library
 - Children of this age range behaving inappropriately or in violation of our Patron Code of Conduct may be asked to leave the Library
 - If a child of this age range is not able to leave the Library without an adult, they should not be in the Library without an adult.
 - The library assumes no responsibility for the whereabouts of an unattended child who has been asked to leave the library
- Parents should be aware of the Library's hours and keep in mind that those hours may change due to holiday schedules, inclement weather, or other unforeseen emergencies.
 - Parents must make contingency plans for the child's immediate pick-up due to unexpected closings.
- To avoid having your child become anxious or frightened, please inform him/her of your whereabouts and how to contact you in an emergency.

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- Teachers, daycare providers, or other youth leaders are responsible for any groups of children they may have in the Library.
- When a situation develops that warrants the attention of a minor's parent/guardian (e.g. personal illness/injury; minor child left alone when the building closes) but that individual is not present, Library staff will attempt to contact the parent/guardian.
 - This will not necessarily be the case when a minor is asked to leave library property for violating the Patron Code of Conduct Policy.
 - In the event that the parent or legal guardian cannot be contacted after 30 minutes, the Dover Police Department will be called.
- Closing time: All children under the age of 18 who do not have transportation home at closing time will be asked for the contact information of people who can pick them up from the Library.
 - Two staff members will wait with the child until their transportation arrive or, if it has been 30 minutes, law enforcement officers arrive
 - In the event that the Library has closed and the Police have collected the minor, a note will be placed on the Library door notifying the parent, legal guardian, or designated caregiver that the child is in the care of the Dover Police Department.
 - Under no circumstances shall a Library staff member transport or take a child away from Library property.
- Staff are not responsible for the safety and supervision of children left in the building unattended

Thank you for working with us to keep your children safe.

Adopted by the Dover Public Library
Board of Trustees
2019