

BASALT REGIONAL LIBRARY DISTRICT

SAFE CHILD POLICY

Board Policy

It is the policy of the Basalt Regional Library District to keep our youngest patrons safe while visiting Basalt Regional Library.

Administrative Policy

The Basalt Regional Library District welcomes all residents of the community to use its facilities and services. We encourage visits by children and it is our desire to make these visits both memorable and enjoyable for each child. Children of all ages are encouraged to use the library for homework, recreational reading and attending programs.

Procedures

The following procedure has been adopted by the Basalt Regional Library District to maintain a safe environment for children.

- The staff has many duties to perform in order to serve all patrons in the best way possible. For this reason, the staff cannot monitor the whereabouts or assume the responsibility for the care of children when they are in the library. The responsibility for the care, safety and behavior of children using the Library rests with the parent/guardian or caregiver and not with library staff members.
- We expect parents to keep sick children at home and not bring them to the library, especially during children's programming events when illness may easily be spread to other children.
- Parents or caregivers are responsible for the appropriate behavior of their children in the library.
- Children age 7 and under must be accompanied and directly supervised by a parent, guardian or other responsible adult at all times. Library staff members may contact the Police Department in the event a child seven years of age or under is left unattended in the Library, or the parent/guardian or caregiver fails to directly supervise the child; for example, by leaving the child alone in the Children's Room.
- Children age 8 or older may be in the library unattended for a reasonable period of time if checking out books, doing research or homework or are otherwise legitimately engaged in library activities. Appropriate behavior is expected.
- Children whose behavior is disruptive to library rules and instructions will be asked to leave the library grounds. **If a child is not able to leave the library without an adult,**

he/she should not be in the library alone. Children will be given the opportunity to make a phone call to a parent or guardian to inform them of the circumstances. A parent or the police may be called to pick up the child. Children should know how to reach an adult at all times. They may use the library business phone in case of an emergency.

- When the safety of an unattended child is in doubt or if the library is closing and a parent, guardian or other caregiver cannot be located, library staff is authorized to call the police. Under no circumstance will staff take young people home, and two staff members will stay with the child(ren) until a responsible party picks them up.

Policy Review Date: February, 2015