



# Policy Manual

## PUBLIC POLICIES

### **Policy P13: Unattended Children**

The purpose of this policy is to provide for the safety and well being of children on Novi Public Library premises.

- A. Children are the responsibility of parents or caregivers (ages 18 and older). Children must comply with the Library's Rules of Conduct policy (P11) at all times.
- B. The Library will not function as a babysitting service or day care facility. Library staff will not be expected to monitor or supervise children.
- C. Parents or caregivers of children under the age of 7 years must be responsible for and in the presence of their child at all times except when the child is attending library programs as designated; parents or caregivers of children 7 – 11 years must remain on the library's premises but not necessarily in visual contact. Children 12 and older may be left on their own to attend library programs or use the Library unless Library staff determines the child needs supervision, assistance or the child has demonstrated that he/she can not comply with the Library's Rules of Conduct Policy.
- D. Children under 4 years of age must be accompanied to the restroom by a parent or adult caregiver.
- E. Staff will not be responsible if unattended children leave the Library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of Library policy.
- F. Unattended children cannot be left at the library for more than 2 hours.
- G. Unattended youth must be picked up at least 10 minutes before closing time. If a child (under the age of 18) has not been picked up at closing time, staff will contact the Novi Police Department Non-Emergency number to request assistance.

Approved: January 16, 2008; Amended: May 15, 2010; Amended June 20, 2012

Signed:

Mark A. Sturing  
President  
Novi Public Library Board of Trustees