



# Policy Manual

## PUBLIC

### P13: Unattended Children

The purpose of this policy is to provide for the safety and well-being of children on the Library's premises. A "child" is any person under the age of 18.

- 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, guardians or caregivers of children under the age of 7 years must be responsible for, maintain visual contact and in the presence of their child at all times including programming and trips to the restroom, except when the child is attending library programs that are specifically designated as allowing children to attend alone. However, the parent or caregiver must remain in the Library for the duration of the program.
- D. 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 cannot comply with the Library's Rules of Conduct Policy.
- E. Children of any age who, because of a disability or medical issue, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
- F. 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 a Library policy.
- G. Unattended children 12 and older cannot be left at the library for more than 2 hours.
- H. Children 12 years or older who are unattended at the Library must know their telephone number and other contact. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls

- I. 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.
- J. Disciplinary Process. The Library shall enforce violations of this Policy as follows:
  1. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
  2. Suspension of Privileges. The Library shall handle violations as follows:
    - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
    - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of this Policy shall result in additional suspensions of increasing length.
  3. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.
- K. Right of Appeal. Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved: January 16, 2008; Amended: May 15, 2010; June 20, 2012; June 22, 2017

Signed:



Craig Messerknecht  
President  
Novi Public Library Board of Trustees