

CLINTONVILLE PUBLIC LIBRARY
UNATTENDED/DISRUPTIVE CHILDREN POLICY
Approved: 16 April 1997

The safety of young children left alone at the Public Library can be a serious concern. Young children left on their own at the library often become frightened or anxious. Young children may be able to occupy their time for a short while, but, being children, soon become bored and restless, disturbing the enjoyment of others.

The following policy and procedures seek to address these concerns for the children in a responsible manner.

It is the policy of the Clintonville Public Library to welcome children to use its facilities and services. However, responsibility for the safety, welfare and behavior of children using the library rests with the parent/guardian or assigned chaperone, not with library personnel.

Children attending library sponsored programs will be supervised by the library staff in the program setting. While every effort will be made to keep children at the program, library staff cannot physically restrain any individual from leaving the library. Parents dropping their children off at the library for programs should not assume the library is then responsible for them.

UNATTENDED CHILDREN are those under the age of thirteen (13) left in the library on a regular basis, with no parent or responsible adult in the building. Parents of these children will receive written notification of the Library policy (see notification letter).

DISRUPTIVE BEHAVIOR is any behavior which is inappropriate in a setting where business is being conducted. This behavior may represent a physical danger to the child or others, or may interfere with the legitimate library business of other patrons or staff.

Appropriate activities include: doing homework, writing reports, researching, browsing for books, using the computers, thinking, daydreaming, and reading. If games, puzzles, or listening/viewing stations are available, they are to be used quietly so as not to disturb others.

Inappropriate activities include: running, throwing, eating, loud or abusive talking, fighting, excessive socializing, or any other activities which disrupt the library. Vandalism will not be tolerated. The Library reserves the right to ask children who are exhibiting disruptive behavior to leave at staff discretion.

The Library Staff will leave no child under 10 unattended at closing time. The staff will try to locate the parent/guardian by telephone. If a parent/guardian cannot be reached at closing time the Police Department may be called and they will assume responsibility for the child. Once the Police have been called, the child will not be released to anyone until the Police arrive. Two staff members must remain with the child until the police arrive. In no case should a single staff member wait with a child. All incidents should be reported on an incident report form - be sure to note the name of the child/children involved.

CLINTONVILLE PUBLIC LIBRARY
75 Hemlock Street
Clintonville, Wisconsin 54929-1461

FOR YOUR INFORMATION

We must remind you that the staff of the Clintonville Public Library cannot accept responsibility for the safety, care, supervision or entertainment of children.

Children are not to be left unattended in the Library for a long period of time. Sometimes youngsters who spend long periods of time at the Library become restless. They play in the Library, run in the aisles, or even play in the parking lot.

The Library Staff is committed to help children with activities related to the Library. However, they are not able to serve as babysitters, teachers or disciplinarians.

We reserve the right to ask children to leave the Library at our discretion. If children repeatedly need to be disciplined or asked to leave the Library, they may lose all Library privileges for a two week period.

We are happy to have everyone use and enjoy the many services the Library has to offer. We hope you continue to use and support the Library, keeping in mind its purpose and services.

Enclosed is a copy of the Library Board Policy concerning Unattended/Disruptive Children adopted April 16, 1997.