

EDITH B. FORD MEMORIAL LIBRARY

CHILD/YOUTH SAFETY

The Edith B. Ford Memorial Library welcomes families and children of all ages. However, the parent and/or guardian is responsible for his/her children at all times. Library staff cannot assume responsibility for a child's safety or behavior when they are unattended.

During an emergency, when building evacuation is necessary, the library staff will escort all children outdoors and immediately notify parents/guardian.

Children age 8 and under must be accompanied by an adult parent or guardian or babysitter age 12 or older at all times. Children over the age of 9 are left alone at the discretion of the parent/guardian and the library assumes no responsibility for children left unattended in the library or surrounding premises. If a child in this age group is not able to leave the library without an adult, he/she should not be in the library alone.

Teenagers are treated as adults. However, they are still legally the responsibility of their parents and should have on their person emergency contact numbers.

If any child is being disruptive or is deemed to be at risk of causing harm to themselves or others, parents and/or guardian will be notified. If an unattended child is habitually left unattended for long periods of time, parents and/or guardians will be notified.

If a child is left unattended when the library is ready to close, an effort will be made to locate the responsible parent or guardian. If the parent/guardian cannot be reached the police will be called to take the child until a parent can be notified. At no time will a staff member take the child out of the building or offer to escort the child home.

ADDENDUM TO PERSONNEL HANDBOOK/POLICY

Library staff should not transport minor volunteers or employees (i.e., pages) during their work hours. Any employee of the library who transports minor library volunteers or employees during his/her off duty hours does so at his/her own risk and the Library assumes no responsibility.