



Unattended/Safe Child Policy

Purpose

The Orange City Public Library welcomes the use of its facility by children of all ages. Our services and programs are offered to make the library appealing to children, to encourage them to visit the library, and to develop a love for books, reading, and libraries. The Unattended/Safe Child Policy is placed for the protection, safety, and well-being of the children in our community.

Policy Statement

The Board of Trustees asserts that it is the responsibility of parents or guardians to provide childcare. The library will not accept the responsibility of surrogate care provider for children in the library. Parents or guardians are responsible for their children's behavior while at the library.

- Children age 8 and younger must be accompanied by a parent or responsible guardian/caretaker (14 years of age or older) at all times.
- A child may attend a program unaccompanied; however, the caregiver must remain in the building at all times.
 - Some programs may require that the caregiver remain with the child.
- Children 9 and older may be left unattended, provided they follow library rules and behavior policy.
- Children engaging in disruptive behavior will be subject to the Code of Conduct Policy terms and conditions.
- Regarding unattended children under the age of 9, the following protocol will apply:
 - Staff will attempt to locate the parent or guardian by telephone.
 - Police may be called to assist.
 - Repeated incidences and/or the inability of the parent/guardian to provide immediate assistance may result in suspension of library privileges for the child and/or parents/guardians of the child.
 - Additional action is at the discretion of the Administrative Librarian.

- If unattended children remain at the library at closing time, the following protocol will apply:
 - Two staff members will wait with the child and attempt to call the parents/guardians.
 - The Orange City Police will be called fifteen minutes after the library has closed and the child will be placed in their custody.
 - Under no circumstances will library staff transport a child to another location or take the child from the building.

Unattended Children Policy | History

Date	Action Taken
September 16, 2014	Approved
September 25, 2019	Revised and Approved
March 15, 2022	Revised and Approved
February 28, 2023	Revised and Approved
February 24, 2026	Revised and Approved