

**OXFORD MEMORIAL LIBRARY  
CENTRAL SCHOOL DISTRICT #1**

**UNATTENDED CHILDREN POLICY**

The Oxford Memorial Library is a public facility that offers services to a wide range of citizens, and children are especially welcome. The Library has the responsibility to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. Children and young people are expected to adhere to the same standards of patron conduct expected of adults. Parents, guardians, or assigned chaperones are responsible for the behavior of their children while in the Library.

Children under the age of 7 should *never* be left unsupervised in any area of the Library. If a parent cannot be located, staff will call the proper authorities to report an abandoned child.

Older children who are disruptive will be asked to leave the Library (See OML Policy on Library Code of Conduct). If the child can not safely leave the Library to return home on his or her own, staff will permit the child to call a parent. If no parent can be contacted, Library staff will either allow the child to remain at the Library under close supervision until a parent can be contacted, or will contact the proper authorities, depending on the severity of the situation.

Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up within 15 minutes after closing will be left in the care of the proper authorities. Under no circumstances will Library staff transport children in a vehicle or accompany them home.

Approved by the Board of Trustees on October 3, 2000

Maureen Hoke  
Patricia Ford  
Bill Troxell  
Jeanne Walsh  
Ann Spencer-Livingstone  
Linda Doughty