



ESCONDIDO PUBLIC LIBRARY POLICY

UNATTENDED CHILDREN AT CLOSING TIME

When the Library is closing or closed, the following steps will be taken for unattended children 12 years old and under:

1. Unattended children will be permitted to call home on a Library phone during the final 30 minutes that the Library is open.
2. Library staff will call the Police Department to take charge of any unattended children who are still on the Library premises when the Library building closes
3. Two Library staff members will wait with any unattended children after the Library building closes until the Police arrive, with the understanding that the staff members are not assuming legal responsibility for the child/children.
4. While waiting, a staff member will take the name of the child/children and fill out a Security Incident Report found in the Customer Service Desk or in the back of the Library's Emergency Manual. If the parents pick the child/children up before the Police arrive, staff is to call Police Dispatch to notify them. The Police Department will determine whether any further follow up with the parents is required.
5. Library staff cannot and will not transport unattended children to their homes or to the Police Station.
6. If an unattended child is taken into custody by the Police Department, the Police Department will determine whether any further follow up with the parents is required.
7. If anyone – no matter what age – is left outside waiting after the Library closes, out of courtesy, staff will offer the use of the Library phone to call for a ride.

Adopted by the Escondido Public Library Board of Trustees, July 8, 1999