

# **EAST HAMPTON LIBRARY**

## **UNATTENDED MINOR POLICY**

### When the Library is Open

1. Children through age eleven shall be accompanied by a parent or responsible caregiver who is at least fourteen years of age. Parent or caregiver will remain in the immediate vicinity of the child at all times.
3. Children ages twelve and older may use the library independently provided they follow the library's policies set for all patrons. Parents remain responsible for the actions of their minor children.
4. Additionally, the library advises parents/guardians/caregivers to accompany children of any age who have emotional, mental, or physical problems that render supervision necessary. The library staff will assist and accommodate those with special needs as much as it is able, but library staff cannot assist them to the degree that those familiar with their needs are able to do.

### At Closing Time

1. If the Library is near closing time, the staff will locate children in the Library and remind them of the closing time. The posted closing time will be strictly observed. If there are children under the age of 14 without a parent/caregiver, the staff will make every effort to locate him or her to pick up the child. If no parent/caregiver responds two staff members will remain with the child for 20 minutes past closing. If after 20 minutes a parent/caregiver has not arrived or spoken to the staff members by telephone, the East Hampton Village Police Department will be called and the situation transferred to that agency.
2. If the Library must close due to unexpected reasons out of the control of staff such as a power outage, loss of heat, inclement weather, etc., children should know what to do to reach their parent/caregiver.
3. At no time when the Library is closed shall a child be left alone in the Library or on Library property. There must be two Library staff with the child until the matter is resolved (either a parent/caregiver arrives or the police assume responsibility for the child). Under no circumstance will a Library staff person transport the child home. A detailed Incident Report will be filed with the Director. If a lateness pattern is observed, suspension of Library privileges may be imposed.

Adopted: March 24, 2014  
Amended: 6/19/2020