

LIBRARY POLICY ON UNATTENDED AND/OR DISRUPTIVE CHILDREN

Unattended Children

Children under the age of 9 may not be left unattended anywhere in the Library. Children under age 9 must be accompanied and directly supervised by a responsible care giver at all times, in all areas of the Library, and on its grounds.

Unattended children over the age of 9 are free to utilize the Library as long as needed, provided their behavior is not disruptive to other patrons or staff members. Parents or care givers are responsible for their children's behavior on Library premises. The Youth Services staff is committed to help children with activities related to the Library. Library staff cannot, however, nor is it their responsibility to, serve as babysitters, teachers or disciplinarians.

If a parent or care giver of a child under age 9 cannot be located or if the Library is closing, Library staff is authorized to call the police. Two Library staff members will wait with the child until the police arrive.

Disruptive Children:

If a child is disrupting the library, staff should intervene, advise child to stop the behavior. If the disturbance continues, and staff has to issue a second warning, the child should also be told at that time that any further disturbances will be grounds for ejection. Public service staff should, at this time, inform the in-charge staff that 2 warnings have been given, and very clearly explain all details which have led to giving 2 warnings.

If the disturbance continues, the in-charge person should be asked to intervene. The in-charge person should ask for the child's name and telephone number, and should attempt to contact the child's parents or responsible care giver.

Reference:

Procedure for Unattended Children or Underage Child Left Alone at Closing Time of Library
Mount Prospect Police Department Memo dated July 17, 2009

See also: Denial of Service Policy

Procedure for Unattended Children or Underage Child Left Alone at Closing Time of Library

Unattended Children

Staff should attempt to locate responsible care giver for the unattended child i.e. under the age of 9 by paging the care giver using the care giver's name if known or the child's name. When the care giver is located, explain firmly the library policy on unattended children.

If care giver is not found in the building, staff should stay with the child until a parent or responsible care giver can be found. If a responsible care giver cannot be found the in-charge person should be made aware of the problem, whereupon he or she may call the police.

Children Left at Closing

If occurrence is after closing, two staff must remain with child until the situation is resolved.

9-1-1 may be called if a caregiver is not found for children age 15 years and younger after library staff have exhausted all avenues in an effort to contact a parent or caregiver of the child. Staff are not to take children home.

A Patron Report form should be completed immediately, with copies given to the Executive Director (Genther), the Deputy Directors (Deane, Corry), and the appropriate Department Head(s).

Reference:

**Library Policy on Unattended and/or Disruptive Children
Mount Prospect Police Department Memo dated July 17, 2009**

See also: Denial of Service Policy

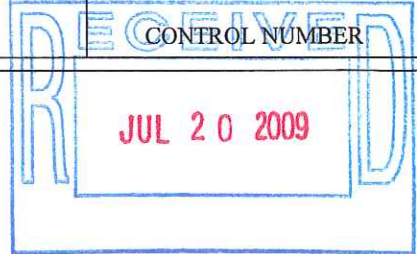


MOUNT PROSPECT POLICE DEPARTMENT

FORMAL MEMORANDUM

OPS 09-73

CONTROL NUMBER



TO: ALL SUPERVISORS
(ROLL CALL INFORMATION)

FROM: DEPUTY CHIEF ROBERT RZEPECKI #902 *Rzebecki*
FIELD OPERATIONS

SUBJECT: UNATTENDED CHILDREN
MOUNT PROSPECT PUBLIC LIBRARY

DATE: 17 JULY 2009

On 17 July 2009 I met with Mount Prospect Public Library Executive Director Marilyn Genter and established revised guidelines by which we will respond to calls for unattended children at the library. We normally receive these calls at the library's closing time because the parent or guardian is late or failed to remember to pick the child up.

I advised Executive Director Genter that once a police officer does respond, the officer will assist the library staff with locating or contacting a parent or guardian of that child. I further advised her that under extenuating circumstances the officer will take actual custody of the child.

- **15 years old and younger left unattended at the library after closing:** Library staff have been instructed to call 9-1-1 for assistance after they have exhausted all avenues in an effort to contact a parent or guardian of the child.

They have been told that in most cases neither they nor the police have the right to detain a child who wants to leave the area on their own accord. Please contact me if you have any questions.

RR:cjr

c: Chief J. Dahlberg
Deputy Chief M. Semkiu
Marilyn Genter, Mount Prospect Public Library