



Hamlin Public Library

422 Clarkson Hamlin Town Line Road
Hamlin, New York 14464
Phone (585) 964-2320 * Fax (585) 964-2374
www.hamlinny.org/Library

Children and Youth in Library without Parent Policy

The Library welcomes children to use its facilities and services. The Library is a very busy place and staff members cannot supervise children or guarantee their safety on library property. The Library does not act in loco parentis. Responsibility for the behavior, adherence to library policy, safety and well-being of children (any minor under the age of 18) using the Library rests with the parent (guardian or caregiver assigned by the parent) and not with the Library personnel.

Regular Library Hours

Procedures-Children 0-8

- **Children under the age of eight years may not be left unattended by an adult on Library property.** Adults who do not attend librarian led programs with the child must remain in the building and must return to the program area by the end of the program.
- If children under the age of eight are found without an adult during regular library hours, staff will attempt to locate the parent or other caregiver. If the parent or caregiver cannot be located in the library building or at home within 15 minutes, the Monroe County Sheriff's Office will be contacted for assistance.

Procedures: Children and Youth ages 9-18

- If Library staff judges that any unattended minor is not coping adequately or adhering to library policy, staff will attempt to locate a parent or caregiver to pick up the child. If the parent or caregiver cannot be contacted within 15 minutes, the Monroe County Sheriff's Office will be contacted for assistance.

Closing Time

Procedure- Children and Youth ages 9-18 who have not been picked up from the Library at closing time

- Two library staff members will stay with the child.
- Parent or caregiver will be called.
- If the parent or caregiver is unable to pick up the child, is delayed in picking up the child or cannot be reached within 15 minutes, staff will call the Monroe County Sheriff's Office for assistance.

*In any case where law enforcement has picked up a child from the library at closing, a note will be attached to the door of the library. Staff members do not drive children home.

**This procedure will also be followed if the library needed to be evacuated or closed due to unforeseen or emergency circumstances.

In any situation involving children safety and specifically whenever parents, adult caregivers, or law enforcement personnel are contacted, staff will complete an Incident Report.