



Supervision of Children in the Library and Lost Child Procedure

Date of Adoption/Revision: 7/5/11

Greenwood Public Library seeks to provide a safe place for children to learn, grow, and play. GPL desires to work with parents and caregivers to create an atmosphere that is free enough for play but structured enough to keep small children safe and secure. To that end this policy is created.

- Parents/caregivers are responsible for children's behavior.
- Children age seven and younger may not be left alone in the library.
- Children age seven and under must be supervised by a parent or caregiver (13 years old or older). Library staff will immediately attempt to contact a caregiver if a child is left unsupervised.
- Children aged eight to ten years may be left unsupervised for a maximum of one hour.
- If a child is left unattended for more than one hour, the library will attempt to contact a caregiver or parent. If we cannot reach anyone, police will be contacted.
- Children left for a program must be picked up promptly at the conclusion of the program.
- If a child under 16 years of age is left at the Library after closing, two staff (professional and/or full time) will stay with the child, assisting them in contacting parents or guardians for transportation. If children under 16 are still at the library 20 minutes after closing, staff may contact local police for assistance.
- Under no circumstances are staff to take a child out of the building or transport them in their car without written permission by the parents/guardians for a specific event.

When a child is reported lost in the library the following procedure should be followed immediately.

1. Obtain name, age, and description of the child.
2. Use paging system to announce that a "Code Adam" has been activated. Also call each department to give an immediate short description of the missing child.
3. Employees immediately escort the parents/guardians to the door of the building to assist with identification.
4. Departments respond by searching their bathrooms and floor/department thoroughly including community rooms. Patron services begin watching front door until parents/guardians arrive.
5. If the child is not located within 10 minutes, a department head or administrator should call local police.
6. If the child is found safe, use the paging system once more to cancel the Code Adam.
7. Staff involved in the situation should complete an incident report on the event, with one copy to their department head and one copy to the Assistant Director.