



Child Safety Policy

Access to Children's Areas

The Children's area of the Library is specifically designed to serve the needs of young customers. Adults not accompanied by a child or adults in that area not using Children's materials or the area for the purpose intended will be asked to use other areas of the Library. Staff members will place the safety of children first.

Parent Expectations and Responsibilities

Because the Library is a public place, children's safety cannot be guaranteed. Children may encounter hazards such as stairs, elevators, doors, furniture, electrical equipment, or other Library patrons and the general public. The conduct, safety, and supervision of children while on Library premises are the responsibility of parents, guardians, and caregivers. It is the responsibility of parents, guardians, and caregivers to determine the supervision needs of their children and to provide accordingly. While our staff takes the safety of children very seriously, only parents, guardians, and caregivers can provide appropriate supervision of children and will assist Library staff in creating a pleasant and safe environment for Library customers of all ages.

UNATTENDED CHILDREN

- a. Children under the age of 10 should not be left unattended at any time.
- b. Children above the age of 10, if left unattended for more than two hours unless doing homework, should have a note from a parent or guardian stating where they can be reached in case of an emergency.
- c. If any child is disruptive in the library and will not listen to library staff, he or she will be asked to leave.
- d. The hours of the Oregon Public Library are as follows:
 - a. Monday through Thursday: 9:00 a.m. to 8:00 p.m.
 - b. Friday and Saturday: 9:00 a.m. to 4:00 p.m.
 1. Phone Number: 732-2724
- e. If unattended children have not been picked up by closing time, and if the librarian is unable to reach the parent or guardian by telephone, it will be necessary to notify the Oregon Police Department for assistance.

Staff Role

Library staff members have many duties to fulfill and cannot supervise children in the Library or when the child leaves the building. However, if a staff member is concerned that a child may not be sufficiently capable and mature to be on Library premises without supervision, the staff member may take action to correct the situation and will inform Library management of the concerns and the actions taken.

In order to ensure a positive Library experience for everyone, if a child appears not to be sufficiently capable or mature to be on Library premises without supervision:

- a. Staff will try to comfort the child if the child is ill, hungry or upset. Staff will make a concerted effort to locate the child's parent, guardian, or caregiver in the Library and express the Library's concern for the child's safety, and explain the Library's Child Safety Policy. If staff is unable to locate the parent, guardian, or caregiver in the Library, staff will make a concerted effort to contact the parent, guardian or caregiver to pick up the child. Staff will express the Library's concern for the child's safety and explain the Library's Child Safety Policy. If the parent, guardian, or caregiver cannot be located within a reasonable time, staff will call the Oregon Police Department. The Oregon Police Department will then assume responsibility for the child.
- b. Staff will encourage any unattended child to contact his or her parent, guardian, or caregiver before closing time. If a parent, guardian, or caregiver cannot be reached or does not arrive within a reasonable time after closing, Library staff will call the Oregon Police Department to pick up the child. These same actions will be followed for emergency closures. Two staff members will remain with the child until the parent, guardian, caregiver or police arrive.
- c. Staff will not transport any child from the Library to another location.

Enforcement of the Child Safety Policy

Enforcement of the Child Safety Policy will be conducted in a fair and reasonable manner.

Adopted by the Oregon Public Library Board of Trustees: November 17, 2016

Amended to combine Unattended Child Policy and Child Safety Policy: July 16th, 2021

Reviewed by the Oregon Public Library Board of Trustees: July 21st, 2022