



## Fayetteville Free Library and Manlius Library Safe Child Policy

### *Overview*

The Fayetteville Free Library (FFL) and the Manlius Library are dedicated to providing a welcoming and safe environment for users of all ages. The Safe Child Policy is intended to inform the public and library staff of the guidelines in effect for the safety of all patrons at these libraries.

### *General*

The responsibility for the safety and behavior of all patrons requiring supervision in the library rests with the parent, guardian, or caregiver and not with the library staff. It is the parent, guardian, or caregiver's responsibility to ensure that their behavior is appropriate based on the individual library's Patron Code of Conduct. Library staff have many duties to perform and cannot provide supervision. Library staff are not allowed to physically prevent patrons from leaving the library, assume responsibility for them, or accompany them off library premises.

Children **under the age of 9 years old or any person who requires direct supervision and/or assistance** must be within sight of their parent, guardian, or caregiver at all times unless the child is attending a specific library program. If someone requiring supervision is left alone, library staff will locate the responsible party and make them aware of the policy. If staff is unable to locate or contact anyone, the Manlius Police Department will be called.

Children **aged 9 to 17** may use the library unattended for an amount of time appropriate for their age and maturity. Parents and guardians are still, however, responsible for the actions of their children. All unaccompanied children should have the telephone number of a parent or guardian. In accordance with the individual library's Patron Code of Conduct, any library user behaving inappropriately may be asked to leave the library. In such an event, an attempt will be made to contact the parent or guardian.

### *Unattended Children at Closing Time*

Library staff will follow appropriate procedures to ensure the safety of unattended children when the library is closing. Parents or guardians should verify open hours. Unexpected circumstances or adverse weather conditions may cause the library to close early. All unaccompanied children should have the telephone number of someone who can help them in an emergency.

As closing time approaches, staff will observe if there are any unattended children in the library. Library staff announces closing reminders to all patrons at 15 minutes and again at 5 minutes before closing. If a child needs to contact someone for a ride, they should do so **before** the library closes. It is the responsibility of parent or guardian to make sure their child is picked up by closing time.

If a child remains on library property past closing time, staff will follow the procedure outlined below:

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Approved by the Manlius Library Board of Trustees 1/24/2020*



1. First, library staff will ask the child to contact a parent or guardian for a ride. Staff will confirm with the parent or guardian on the phone.
2. If the parent or guardian cannot be reached and the child cannot walk home independently, the Manlius Police Department will be called. At least two staff members will remain with the child until the police arrive.
3. Multiple violations of the Safe Child Policy may result in suspension of library privileges for all individuals involved.