



Unattended Child Policy

Revised April 2023

Adopted: December 12, 2023 . Effective: December 12, 2023

The Calloway County Public Library welcomes library use by children. The library is a public building with staff trained to provide public library services. Staff members are available to assist children with accessing library materials and services. The Calloway County Public Library requires all visitors, including children and teens, to comply with our Patron Code of Conduct.

Families and children are encouraged to use the Calloway County Public Library (CCPL). Responsibility for the behavior and well-being of children using the library rests with the parent (or guardian or adult caregiver (18 or over) assigned by the parent) and not with library personnel. Children ages 12-17 may use the library without their parent, guardian or adult caregiver. Children ages 11 and under must always be accompanied by an adult and in their care. (see program information below)

Children birth to age 6yrs in CCPL Programs

During story times or other programs, a parent/guardian or responsible adult caregiver must remain in the building and immediately join the child at the end of the program. The parent/guardian or adult caregiver should always remain available in case the child needs them during the program. The library is not responsible if children leave the library unattended. It is the responsibility of parents, guardians, and/or caregivers to let their children know what they should do if they must leave the library.

Youth 7yrs up to 9th grade in CCPL Programs

Children between the ages of 7 years and 9th grade may attend a CCPL program without a parent/guardian or adult caregiver present in the library under the following conditions:

- The parent/guardian or responsible adult caregiver brings the child to the CCPL program no more than 10 minutes before the program start time.
- Parents, guardians, and/or caregivers are responsible for noting scheduled Library closing times and should be aware that a Library facility sometimes may have to close unexpectedly due to emergencies or safety issues.
- A student may arrive at the program directly after school without a parent/adult caregiver if the child has been pre-registered by a parent/guardian or adult caregiver for a CCPL after-school program.



Parents/Guardians are responsible for the behavior of their child (ren) to the age of 18 years, even when the child is in the Library without them. **If a child is not able to leave the library without an adult, they should not be in the Library without an adult.**

All CCPL Patrons must follow the Library Code of Conduct.

- Patrons must always show respect for other library users and staff.
- Loud, unreasonable, and/or disturbing noises created by persons, electronic devices, or cell phones are prohibited. Cell phones may be used outside the library facility.
- Sleeping or putting one's head, feet, or legs on the furniture is prohibited.
- Moving furniture without library approval is prohibited.
- Consumption of food and/or beverages are permitted in designated areas only. (see food and drink policy)
- Smoking or other uses of any type of tobacco is prohibited.
- Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or illegal drugs at any time is prohibited.
- Shoes and shirts are required at all times while using the library.
- No animals are permitted, except those assisting patrons with disabilities.
- Selling and/or soliciting for services, money, or items is not permitted.
- No weapons of any type are permitted in the library.
- Any behavior that is disruptive to other library patrons is prohibited, including vulgar gestures.
- No one shall engage in disorderly conduct, fighting or challenging another to fight or use obscene/offensive words that might provoke violence from another patron.
- No one shall intentionally damage, destroy, or remove any library property, or another patron's property from the premises.
- No one shall congregate around entrances and/or exits to the library.
- The children's area of the library is for the exclusive use of parents/guardians and their children or adults.
- All children under 12 years of age shall be in the care of and attended by a responsible person over 18 years of age at all times.
- No one shall leave a child or young adult (up to 18) at the library after closing hours.

Individuals who fail to adhere to the library's guidelines will be asked to leave the library. The library will take appropriate legal measures to enforce appropriate behavior to prevent access to individuals who refuse to comply.

Unattended Children at the Calloway County Public Library at Closing Time

This is of particular concern in inclement weather and after dark. All children should have the telephone number of someone who can assist them in an emergency.



Parents, guardians, and/or caregivers are responsible for noting scheduled Library closing times and should be aware that the library sometimes may have to close unexpectedly due to emergencies or safety issues. A child left unattended at closing time will be asked for telephone numbers of people who can pick them up at CCPL immediately. If a parent/guardian or adult caregiver does not arrive at the Calloway County Public Library within 10 minutes, the police will be asked to pick up the child.

If a child, under the age of 12, is found without a parent or caregiver, CCPL staff will use the following procedure:

1. Staff will locate the parent/guardian or adult caregiver in the library and explain the Unattended Children Policy.
2. Staff will make every effort to contact the parent/guardian or adult caregiver who is not in the library to pick up the child immediately.
3. If a parent/guardian or adult caregiver does not arrive at CCPL within 10 minutes, the police will be asked to pick up the child. Staff will immediately notify the Director that the police have been called.
4. Two staff members will remain with the child until the parent/guardian, adult caregiver, or police arrive. This is compensated time for the two staff members who stay with the child.
5. Leave a note on the CCPL door stating, "Unattended child is at the (appropriate Police or Sheriff Department)" once the child is in the care of the police. Names will not be stated on the sign.
6. Staff members will not transport any child from the library to another location.



Young Adult/Teen Area Policy

The Calloway County Library is committed to providing an inviting and safe space for teenage patrons to engage in individual and group activities. This age group's social nature and unique characteristics require a separate space designed for their needs.

Mission Statement

The Young Adult/Teen Area is a dedicated area to provide free and equal access to information, materials, services, and programs for personal enrichment, enjoyment, and lifelong learning to teens aged 12-17.

Details

- The Young Adult/Teen Area at the Calloway County Public Library is for junior high and high school students aged 12-17. (See Unattended Child Policy)
- The Library recognizes that some families homeschool their children. Homeschool students aged 12-17 are encouraged to take advantage of the Young Adult/Teen Area for studying, accessing computers, and utilizing the collection.
- While patrons of all ages are welcome to browse and check out materials from this Young Adult Collection, the use of tables, chairs, computers, television, and other electronic equipment within this Area is exclusively for the use of students aged 12-17.
- Parents or caregivers may be in the Young Adult/Teen Area with their child if the child is between the ages of 12-17.
- The Young Adult/Teen Area is reserved for teens and those who accompany them as well as those adults interested in young adult literature. Adults over the age of 18 not accompanying a teen may be asked to leave the Young Adult/Teen Area at any time.
- The Library reserves the right to utilize the Young Adult/Teen Area for scheduled teen programs, events, and gaming activities.

Regulations



Teens are expected to respect the overall Library environment and may not engage in activities or communications that disrupt other Library users or staff. All other Library policies apply to the Young Adult/Teen Area. The library reserves the right to limit the use of the library by teens who, in the judgment of the library staff, are infringing upon the rights of other library users by inappropriate behavior.

- Teens shall respect each other, library staff, and other patrons in word and action.
- The Young Adult/Teen Area should be used only for its intended purposes, therefore, no roughhousing, no running, no hitting, no spitting, no public displays of affection, and no swearing or abusive language will be permitted.
- Verbal or physical abuse of staff or patrons such as cursing, rude or demeaning comments, talking back to library staff or customers, and hitting, biting, kicking, punching, and teasing other customers is not permitted.
- Any behavior considered aggressive by the staff may result in the police being notified and further actions may be taken.
- Vandalism, theft, or damage of library property or to library grounds is a legal matter and the police will be notified.
- The Young Adult/Teen Area is not a common area for cell phone use. Calls need to be taken in the Foyer.
- Chips, cookies, candy, and other such non-messy, non-odorous foods are permitted. Covered beverages are allowed in the Young Adult/Teen Area but may not be near the computers or bookshelf areas at any time. Patrons must keep the area free of trash, spills, and wrappers. (See Food & Drink Policy)
- The Patron Code of Conduct and Unattended Child Policy apply to the Young Adult/Teen Area.

Teen Computer and Internet Usage

The Library recognizes the importance of supporting teens' educational and recreational needs by providing access to computer equipment. The Library has designated the computers located within the Young Adult/Teen Area and directly outside as Teen Only computers.



- A library card is required for use of materials and computers. Temporary guest passes are available. Please see a library staff member for details. (See Computer Use Policy)
- The use of teen computers is restricted to homeschool, junior high and high school students aged 12-17.
- No exceptions will be made for library patrons whose age falls outside this range.
- Food and drink are prohibited near computer equipment.

Enforcement

Teens in violation of the Young Adult/Teen Area Policy or the Patron Code of Conduct will be given a warning. Library staff reserves the right to immediately ask the teens in question to leave in cases of extreme behavior or repeated violations of the same policy. Teens who cannot behave may lose library privileges and be required to be accompanied by an adult when on library property.