

Procedure
Bernardsville Public Library
Unattended Children - Staff Procedures
Revised January 12, 2007

1. Children left unattended are often frightened and crying and should be comforted by staff.
2. If it is determined that a child is lost or left unattended, a staff member should bring the child to the person on duty at the Youth Services staff Services Desk. (See #7 if Youth Services staff is not present.)
3. The Youth Services staff should try to identify and locate the parents or responsible caregiver:
 - a. The staff will walk around the Library with the child looking for the parents or caregiver.
 - b. When the parent is located, the staff will explain the Library policy on unattended children. Parents will be provided with a written copy of the policy.
4. If the parents have not been located, or if the Library is closing, the Youth Services staff shall call the police, who will assume responsibility for the child. Youth Services staff will wait inside the Library entrance with the child until the parent/caregiver or police arrive. If the parent/caregiver arrives before the police, Library policy will be explained and a written copy of the policy will be provided. The Youth Services staff should call the police to inform them that they need not come after all. If the police do take responsibility for the children, give the officer who responds a written copy of the policy for the police to provide to the parents. Staff must submit an incident report of the event and all actions taken.
5. Under no circumstances will Library staff transport or take the child away from the Library building.
6. In the case of medical emergency, the rescue squad will be notified and then the staff will attempt to contact the parents, in that order.
7. In the event that the Youth Services Department is not staffed or is otherwise unable to administer this procedure, the Circulation Department will do so.