

# Tupper Lightfoot Memorial Library

## Safe Child Policy

Tupper Lightfoot Memorial Library welcomes the use of our facility by children and offers many programs and services to encourage children to develop a love of books, reading and learning. We place the utmost importance on the safety and on the well being of children at the library. The board and the staff want to insure that children feel secure and that they enjoy visiting the library

This policy is intended to inform the public and to guide library staff in situations related to children. The library recognizes that such circumstances may have widely varying facts and conditions, and this policy does not take the place of the exercise of sound judgment in addressing particular circumstances.

In library policy, the term parents is used to mean a parent or parents with legal custody or a guardian/guardians with legal custody.

For the safety and well being of their children and the needs of other library users, the library requests that parents follow the guidelines below.

- 1) Parents, whether or not physically present, are responsible for the safety and behavior of their children (age 17 and under) at all times on library property.
- 2) Parents and children are expected to respect the materials in the library.
- 3) Parents and children are to adhere to the **Code of Conduct** policy and **Internet Access Policies/Acceptable Use Agreement**, as well as other policies.
- 4) Parents will be responsible for any incidents, accidents, disturbance or damages arising from the actions of their child.
- 5) The library does not act in place of parents (in loco parentis).
- 6) The library is not designed or licensed to provide basic childcare needs and should not be viewed as an alternative to daycare. Unlike a daycare facility, the library is not a closed environment.

Please note that—

- A parent must have a library card before your child can get a library card.
- Parents are responsible for their children's arrival into the building, departure from the building and/or on to library premises.
- Staff cannot prevent a child from leaving the library or accompany an unrelated child off library property.
- Parents are held responsible for a child who is left at the library after hours.
- Staff are not permitted to transport children.
- Staff, who observe unacceptable behavior will inform the child and the parent, if present, of the problem. If unacceptable behavior continues, the parent and child will be asked to leave the library.
- The staff will attempt to contact a parent—
  - When there is potential harm to the health or safety of the child and/or others.
  - When the child exhibits behavior that is disruptive to other library users, staff, or the normal operations of library business.
  - When a child has been asked to leave the library.
  - When a child has not been met by a parent at closing/leaving time.

- If a child is left unattended and a parent cannot be reached, library staff will contact law enforcement officials to take charge of the situation.

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Adopted by The Tupper Lightfoot Memorial Library

October 2016

Sara D. Bowden  
(Signature of Chair)