



Parkersburg and Wood County Public Library

3100 Emerson Ave., Parkersburg, WV 26104-2414

Phone (304) 420-4587 Fax (304) 420-4589

Http://parkersburg.lib.wv.us

UNATTENDED CHILD POLICY

Children are welcome in the Library, and we share your concern about their safety and welfare. We are unable to care for the children, so parents, guardians and caregivers are responsible for monitoring the activities and behavior of their children while at the Library.

- Children **under 8** years of age should be adequately supervised by a responsible parent or caregiver at all times for their own well being.
- Children **8 years and older** may use the Library unattended, subject to the rules and regulations of the Library.
- In order to maintain a safe and friendly environment, we will ask destructive, abusive, or disruptive people to leave the Library. Running, horseplay, and fighting are prohibited inside the Library and on Library grounds.
- If a child is reported missing, obtain name, age, and a description of child. Check all possible areas (restrooms, etc.) within the Library. Page child on intercom. Notify responsible person of your extensive search. If child is not found, recommend to the parent that the police are notified.
- If a child is left unattended, the following procedure will be enacted:
 1. Staff will notify a supervisor and will stay with the child as they try to locate the responsible person by searching nearby area or paging on the Library intercom. If no name is known, page using the child's name or physical appearance.
 2. When such person is located, explain the Library policy in regard to children, give them this handout, etc.
 3. If the responsible person is not located within a half-hour, or the Library is closing, the police will be notified and asked to pick up the child. Staff should monitor the child until the parent or police arrive.
 4. Staff should never touch a child, leave them in the building after closing, offer them a lift, or be alone with a child. Try to always have the child in a public area.