

MADISON HEIGHTS PUBLIC LIBRARY

Unattended Children and Disruptive Behavior Policy

The purpose of this policy is to enable library staff to handle unattended children whose parent or adult guardian is not in the building with them. This policy also focuses on the library's concern with the safety and protection of young patrons. Children left unattended are often frightened and should be comforted by staff. Parents may not leave children under age twelve unattended in the Library. Parents are responsible for their children's behavior and actions while in the Library. We ask that parents supervise children in the Children's room during their visit.

Unattended Children

- 1) If it is determined that a child is lost or left unattended, a senior staff member should try to identify and locate the parents or responsible adults.
 - a) Walk around the Library with the child looking for his/her parents.
 - b) Check lavatories, study rooms, and the meeting room for the parents.
 - c) When a parent is found, explain the Library policy on unattended children.
 - d) If a parent is not found in the building, a senior staff member should stay with the child until the parents are located, through searching phone directories or Bressers.
 - e) If the parents are not located within an hour, or if the Library is closing, the senior staff member shall call the Madison Heights Police for assistance.
 - f) Library personnel will not transport or escort the child to any location off the premises under any circumstances.
 - g) Staff will assist an unattended child in contacting an appropriate adult 15 minutes prior to closing. If no responsible adult arrives before closing, the senior staff member shall call the Madison Heights Police for assistance.
- 2) No child will be left on library property unattended after library hours. The Police Department will be contacted to protect the interests of the child.

Disruptive Behavior

Disruptive behavior includes but is not limited to: creating a public nuisance by running, pushing, fighting, making excessive noise, climbing on furniture, improper use of computers, or littering,.

Attended children under age twelve:

- a) Children who are being disruptive will be asked by staff to behave.
- b) If the disruptive behavior continues, a staff member should inform the parents that their child is disturbing others.
- c) If the parents refuse or are unable to control the child, the family will be asked to leave.

- 2) *Unattended children* under age twelve:
 - a) A staff member will ask the child to correct his/her behavior.
 - b) If the child persists, efforts should be made to locate the parents within the building. If located in the building, explain the child's behavior and inform them of the Library policy. If cooperation is refused, the family will be asked to leave.
 - c) If the parent cannot be located within the building, the staff member will try to contact the parent through the phone book or Bressers directory. When a parent is contacted he/she will be informed of the child's behavior and of the Library policy and will be told to pick up the child immediately. Indicate at the time of pick-up that the Madison Heights Police Department will be called for assistance if the conduct reoccurs.
 - d) If the parent cannot be contacted within the hour, or if the library is closing the MHPD will be called for assistance.
- 3) *Unattended children* twelve years or older:
 - a) A staff member will tell the young person he/she is causing a disturbance, and this is a warning. Inform that the next time he/she will be asked to leave.
 - b) If the disruptive behavior continues, the staff member shall ask the youngster to leave and follow through to ensure that he/she does leave the building.
 - c) If the youth indicates that they may not leave because the parent is picking them up, they will be asked to phone the parent and request immediate pickup.
 - d) If the youth does not leave when the request is made, the Madison Heights Police Department may be called to assist with the ejection.

These Policies, Rules and Regulation are promulgated pursuant to Section 15-2 of the City of Madison Heights Code of Ordinances.