

**SUN PRAIRIE PUBLIC LIBRARY**  
***UNATTENDED CHILDREN POLICY***

---

**I. Purpose**

Responsibility for the welfare and the behavior of children using the library rests with the parent, guardian, or responsible caregiver; library staff does not operate *in loco parentis*. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

**II. Supervision**

The library's definition of supervision is within sight and sound of a child.

Children age 7 and under must be supervised at all times by a responsible caregiver. Caregivers are expected to supervise children attending library programs.

Older children able to maintain proper library behavior may use the library unattended; otherwise a parent, guardian, or responsible caregiver should adequately supervise them.

**III. Staff intervention**

Staff may, as needed:

- Notify parents, guardians, or responsible caregivers whose children need additional supervision;
- Inquire about school-age children in the library during school hours;
- Contact authorities such as the Police either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.

**IV. Library closing**

Parents are responsible to pick up children from the library at the time of closing. If a child 14 years of age or under has not been picked up by the time the library closes, staff will contact the Sun Prairie Police Department to wait with the child until he/she is picked up. Staff will wait until an officer or the child's ride arrives, whichever occurs first; staff will be paid for this time. The library director will contact the parent and inform them of the policy. Repeat violations will be documented.

Approved April 10, 2008