
Behavioral Guidelines Policy

Nevada Public Library Policy Manual

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Code of Conduct in Library Facilities

Nevada Public Library strives to provide the highest level of service to all Library users. In order to foster an environment in which the entire community is able to use the Library's resources, services, and programs as effectively as possible, we require that all patrons comply with the following rules of conduct. These rules are considered to be illustrative and not all-inclusive.

Libraries are for everyone's enjoyment. The following guidelines for patron and visitor conduct shall be observed and are essential to ensure respect for individuals who use the Library:

Audio Equipment should be used, i.e. earphones or headsets, in a manner that people cannot hear the noise or sound from two or more feet away.

Cell Phones should be kept on vibrate or silent mode and answered promptly. Calls should be taken outside or in the lobby area.

Children, under age 10, shall be under the direct observation of their accompanying adult *at all times*. Young children and babies may become fussy or loud (*a normal part of childhood*) and you may be asked to leave the main area of the library until your child is calm and less disruptive to others using the library. (see Policy: Child Safety)

Disturbances that disrupt or interfere with the normal operation of the Library, or disrupt Library customers and staff, including emitting strong odors or the use of abusive or threatening language or gestures, or any conduct that creates unreasonable noise are not allowed.

Food and Drink, when done responsibly, are allowed throughout the building when seated at tables. Beverages are not allowed near the computer areas.

Loitering is not allowed. Patrons & visitors of the library are required to be engaged in activities associated with the use of the Library while in the building. Anyone not engaged in reading, studying, computer use, or using library materials may be asked to leave the Library.

Tobacco: Smoking or vaping of any kind is prohibited in the Library and entryways.

Behavior Expectations

- Any behavior that is disruptive, inappropriate, or that prevents effective use of the Library by others is prohibited.
- Patrons must speak softly when in open areas of the facilities so as not to be disruptive to the Library environment.
- The use of profane or threatening language or other harassment of Library patrons or staff will not be permitted.

Dress Code & Hygiene Standards

- Any state of undress, including shoes, is prohibited in the Library.
- Neglecting personal hygiene so that it is offensive and constitutes a nuisance to other patrons will not be allowed on Library property.
- Bathing, shaving, or washing clothes in public restrooms is not permitted.

Personal Belongings, Animals, and Electronics In the Library

- Weapons like knives and blackjacks are strictly prohibited on library property. Concealed firearms will be allowed, as dictated by law. (see Weapons Policy)
- Nevada Public Library reserves the right to search items if left unattended.
- Library patrons are expected to use a quiet voice in making or receiving cell phone calls at the Library. Phones should be switched to silent, vibrating, or a low-volume ring setting so as not to disturb other patrons.
- The use of skateboards, rollerblades, or recreational scooters is not permitted on Library property. Bicycles are not permitted inside the Library.
- Animals are not allowed inside the Library unless they are a part of Library programming or qualify as [service animals](#) as defined by the Americans with Disabilities Act (ADA) and Missouri disability laws.

Use of Facilities

- Selling, soliciting, panhandling, or loitering on Library premises is not permitted.
- Patrons are not allowed to sleep on Library furniture or within the Library building.
- Patrons may not receive phone calls on Library phones. If a caller asks to speak to a Library patron, staff will not confirm the patron's presence in the Library, respecting the right to privacy.
- The teen and children's areas of Library facilities are designed for children, teens, their families, and caregivers. Use of these areas by adults who are not parents, guardians, teachers, or caregivers may be restricted to ensure that patrons have adequate access to the resources provided specifically for them.
- To ensure safety, security, and service for all, the Library reserves the right to ask patrons to relocate to another area of the building.
- Library materials must be properly checked out before being removed from the building.
- Patrons must leave the Library promptly at closing time.

Consequences

- Vandalism, misuse, theft, or destruction of Library facilities, equipment, or materials will be prosecuted.
- Violation of any of these rules, any Library policy, or any other applicable federal or state laws can result in a temporary ban, permanent expulsion, or arrest.

Code of Conduct Violations

Violation of the Nevada Public Library's Code of Conduct or the commission of illegal conduct in the library will result in one or more of the following consequences:

Level 1: Verbal and/or written warning.

An NPL supervisor will, when reasonably possible, advise the individual of the applicable rule and violation verbally and, if warranted, in writing, and if reasonably possible, afford the individual an opportunity to address the alleged violation before implementing a further consequence.;

Level 2: Suspension of library privileges including instruction to leave the library immediately and not to return to the NPL facility for the rest of the day.

This consequence may be implemented in the case of repeat violations after one or more warnings, or violations requiring *immediate* action, in consideration of the severity of the violation as determined by the Executive Director, or Director's designee;

Level 3: Suspension of library privileges, including removal from, and denial of access to, all in-person library services, facilities and grounds for a period ranging from more than one day to one year.

This consequence may be implemented in the case of repeat violations after one or more warnings, or violations requiring immediate action, in consideration of the severity of the violation, where a one-day suspension is inadequate, as determined by the Executive Director, or Director's designee.

Level 4: Permanent suspension of library privileges, only in extreme cases involving illegal behavior or repeated suspensions with no positive change in behavior.

Level 5: In the case of repeat, continuing or serious violations, or entering library premises after a denial of access, an NPL manager or supervisor may notify law enforcement and request removal from library premises or other action.

Library staff may elevate consequences to any necessary level when the safety or security of the library's users and staff are in jeopardy.

Guardians of minors will be notified of any consequence except that such notification shall not be required for a verbal warning.

FORM: Incident Report

Trespass Procedure

It is NPL's goal that all patrons remain in good standing with the Library and have full library privileges. When violations of the NPL Code of Conduct occur, however, the staff member in charge can use a local library suspension (where a patron is asked to leave for a period of time) or an official trespass (where law enforcement is called and a trespass order is issued to assist with enforcing the suspension).

These guidelines outline when and how to officially trespass a patron:

STAFF GUIDELINES FOR OFFICIAL TRESPASS

NPL staff members who are designated as "persons in charge" are authorized to work with law enforcement to order an official trespass. An official trespass is a local decision that is enforced by legal means. Official trespasses are reserved for those who have actively threatened staff or other patrons, or who are so disruptive that the library cannot be used safely and comfortably. This includes, but is not limited to, any observable behavior that is prohibited by law including, but not limited to, threatening or harassing behavior (e.g. threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property); assaulting staff or other patrons (e.g. fighting); sexual misconduct or harassment (e.g. exposure, offensive touching, sexual acts); selling or using alcohol or drugs; theft of library materials, equipment, or items belonging to staff and/or other library users; intentionally damaging or destroying library materials, equipment or property; viewing or printing illegal materials (e.g. child pornography).

IMPLEMENTING A TRESPASS

An official trespass is issued by law enforcement at the request of library staff who has determined that a person willfully violated any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users. Library staff must consult with the Director in making this determination. Library staff may use the circulation and computer management systems to look up patron information and give it to the police for the purpose of implementing an official trespass order.

An official trespass is generally no shorter than one (1) month or longer than one (1) year.

Law enforcement must issue the official trespass in person. If the patron leaves before an officer arrives, library staff may call to request an officer to issue the trespass when the person returns. The written trespass notification will include the length of trespass.

A review of the library's video surveillance recordings to corroborate the patron's behavior may be requested by library staff members authorized to do so according to the library's Video Security System policy. Library staff involved in the incident will complete an Incident Report and enter the trespass information into the Incident Report record.

VIOLATION OF A TRESPASS

If a trespassed individual is in the library, a library manager or supervisor, if available, otherwise another library staff member should call 911. The dispatcher should be informed that the individual was trespassed and that they have returned.

It is important to tell the dispatcher whether the trespasser is potentially threatening by either past or current conduct. The Library staff involved in the incident must also complete an Incident Report once the situation has been addressed.

USER RIGHT OF APPEAL

Individuals may request, in writing, a review of a suspension of privileges or trespass. The written appeal must be received at the following address within thirty (30) days of the suspension or trespass issue date:

Nevada Public Library
ATTN: Executive Director
218 W. Walnut St.
Nevada, MO 64772

The appeal must include a mailing or email address at which NPL may correspond with the individual making the appeal. The Executive Director or Director's designee(s) will review timely filed appeals, afford the individual a telephone hearing, and will respond in writing within thirty (30) days of the receipt of the appeal. The Executive Director or Director's designee shall have the power to affirm, reverse or modify the loss of privileges or trespass. Such decision will be final except as hereinafter set forth.

If the initial decision is upheld by the Executive Director, then for any suspension of privileges or trespass extending for a period of more than thirty (30) days, an individual may request, in writing, a review of the decision of the Executive Director. The written appeal must be received at the address set forth above within fifteen (15) days of the issue date of such decision.

The NPL Board of Trustees will review the timely filing of an appeal and will hold a hearing within sixty (60) days of the receipt of the appeal. The individual shall be notified in writing at least thirty (30) days before the hearing. Within thirty (30) days of the hearing, the Board or its designee shall issue a written decision. The Board or its designee shall have the power to affirm or reverse the loss of privileges or trespass or to remand it to the Director or designee with further instructions for reconsideration.

All suspensions and trespasses issued shall remain in full force and effect during any appeal period.

Community Bulletin Board, Exhibits & Distribution of Non-Library Literature

POLICY

NPL display and exhibit areas are intended primarily for the promotion of the library's services and activities. However, consistent with its role as a community information source, the Library may provide exhibit (display) space to individuals or community organizations engaged in educational, cultural, intellectual, or other not-for-profit activities on a space-available basis for specified time periods. The exhibit must be deemed educational or informational in nature, and of interest to the general public. Display space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting this service.

The provision of display space and accepting items for exhibit does not constitute or imply Nevada Public Library endorsement of the individual or organization submitting the item(s), or of the content or the viewpoints expressed by those responsible for the exhibit.

The library reserves the right to reclaim display space for any reason and at any time.

PROCEDURE

Bulletin Boards/ Distribution of Non-Library Materials

Postings must be of an educational, cultural, or charitable nature. Campaign materials, commercial materials, or materials resulting in personal gain are not permitted.

The Library will give preference to materials that originate from local organizations, announce specific events or activities, share information about community services, and are of a suitable size, typically 8.5x11" or smaller.

To allow fair access in the limited space to all public organizations, multiple items from a single organization may be limited to the most recent item or layered together, and size limitations may be imposed. Flyers, brochures, pamphlets, etc., accepted for distribution in the Library must meet the same criteria. The Executive Director or designee is the only Library employee authorized to approve or disapprove the posting of community announcements.

The Library Director must approve each item for posting or free distribution. Materials posted or left for free distribution without approval from the Library will be discarded. Bulletin boards, tables, and racks will be cleared on a regular basis.

Display spaces and Exhibits

Approval for all in-library displays and exhibits rests with the Library Director or Director's designee(s) who will schedule and coordinate all exhibits. The Library's display spaces may be scheduled in conjunction with library programs and events. Scheduling will prioritize library promotions and activities.

Display spaces are not available to individuals or community organizations for permanent exhibits. Any publicity developed by the exhibitor shall be submitted for Library review and approval prior to dissemination. Exhibits may not be used to solicit funds or advertise materials and/or services for sale.

With the exception of items displayed on NPL's Book Sale racks or other Library-sponsored or related activities, exhibit items may not be sold or offered for sale on Library premises.

Displays may not violate Missouri state statutes or include items that are illegal to possess, speech that is not constitutionally protected or materials whose display may violate election laws (such as political campaign materials).

Exhibitors are responsible for the installation, maintenance, and removal of the exhibit at the time and in the manner specified by the library. If the responsible individual or group fails to properly maintain their exhibit, the Library reserves the right to disassemble the exhibit.

The Library assumes no liability or responsibility for injuries, loss, damage, destruction, or theft of personal property that occurs as a result of such exhibits on Library property. The Library reserves the right to limit the size of any display, the number of items displayed, the duration of any exhibit, and the frequency that individuals or organizations exhibit materials. The Library retains the right to deny the display space to any user whose planned use of the space does not comply with the terms as specified by the library and agreed to by the exhibitor.

Objections to notices or displays may be brought before the Nevada Public Library Board of Trustees through a written explanation of the objection and/or written request to discuss the objection with the Library Board at their monthly meeting.

Meeting Room Policy

Community rooms of the Nevada Public Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting rooms does not constitute an endorsement by Nevada Public Library nor approval of viewpoints expressed by participants in the program.

Meeting room use guidelines

1. Meeting rooms are available for the public on a first-come, first-served basis for use at times that do not conflict with the daily operations of the library or library programming.
2. Meeting rooms are primarily for nonprofit use, non-commercial, non-political, and non-religious organizations. Exceptions may be made at the discretion of the Library Director.
3. All meetings shall be open to the public and not limited to the membership of the group or organization sponsoring the meeting.
4. Programs and promotion of library services and library-sponsored events will have priority for meeting room use.
5. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes.
6. No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting with the exception of a library-sponsored event, such as a book sale or other fundraiser for the support of NPL services. No solicitation for future sales is permitted.
7. Bookings must end no less than 15 minutes before the library's closing time and all attendees must vacate the meeting room five minutes before closing time.
8. Community rooms may be reserved for a maximum of three (3) hours unless approved by the Library Director.
9. An individual or group may have up to three reservations scheduled at a time. An organization may choose to make a donation of \$100 to NPL to schedule more than 3, up to twelve consecutive meeting reservations.
10. Refreshments are welcome.
11. Smaller groups may be asked to move into smaller rooms to accommodate a larger group.
12. The library staff is not able to serve as a point of information for patrons with questions regarding
13. meetings other than providing directions to a meeting.
14. Cleaning of the community room (trash removal, tables wiped down, furniture returned to the way it was found, vacuuming of debris) must be completed by the responsible group or the deposit of \$25 will be forfeited. Cleaning equipment is provided for the user(s) in the storage room located in the Annex.

User Responsibility

1. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff.
2. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be canceled if the individual or group does not check-in for the reservation in that time frame.
3. After a meeting, the user should leave the room in its standard arrangement (see posted photos) and check out with library staff to secure the space.
4. Groups may request a large trash receptacle from library staff if needed.
5. Any trash containing food or beverage products should be bagged properly and placed in the outdoor trash receptacles at the NW exterior corner of the building before leaving.
6. Music or other audio should be limited in volume as to not disturb other library users.
7. Clean tables and floor as needed.
8. Meetings will not generally be scheduled before or after library hours. Group representatives may not enter the library building or other meeting rooms, nor will deliveries be accepted, before or after regular library hours.
9. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)
10. The applicant placing the reservation request is responsible for all reasonable repair or replacement costs for damage to the facility space, fixtures, or equipment utilized during the reservation.

Non-qualifying meeting room uses:

- Political campaign purposes (political forums and listening posts are permitted)
- Weddings, showers, reunions or individual/private parties, banquets.
- Commercial use where personal or business profits are the chief aim of the meeting.
- Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library.

Weather or other emergency events may result in closures, in compliance with regular library policy, and may occur with little or no notice. Nevada Public Library assumes no responsibility for hardships that arise from an unexpected cancellation or room closure.

The library reserves the right to refuse the use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations. The library director shall have final authority regarding the use of library meeting rooms.

Reservation Procedure

Requests for a meeting room reservation may be made by completing a form online at nplmo.org/community-room or individuals may contact the Library Director by email at info@nplmo.org or phone (417)448-2770 to request assistance with completing the reservation process.

FORM: Meeting Room Application

Petitioning, Other Solicitation and Campaigning

POLICY

The Nevada Public Library (NPL) will make designated areas available for individuals and non-profit or governmental agencies to acquire signatures for initiative petitions for the State of Missouri and its political subdivisions or to complete public or educational research questionnaires.

PROCEDURE

The Library will provide bulletin boards and/or counter space for the display of flyers for local information and community events. Flyers must be approved by library staff before posting. The library reserves the right to remove unapproved or expired flyers from bulletin boards and other areas.

Petitioning inside Nevada Public Library buildings is prohibited. Petitioners wishing to gather signatures outside of the Library must first sign in with a Person in Charge (PIC) at the circulation desk and agree to abide by the Library's written procedures before each petition-gathering session. The circulation of petitions outside Library facilities must not impede the free access of the public to library entrances/exits, resources, or parking areas. Harassment of any kind of patrons or Library staff is prohibited. Petitioners violating this policy or the Library's Code of Conduct will be asked to leave Library property. Petitioners who violate this policy more than once will be banned from petitioning.

The provision of Library premises for the public expression of opinion does not constitute Library endorsement of the opinions or ideas of those individuals and organizations using the space.

Photography and Recording

POLICY

The Nevada Public Library (NPL) is respectful of patron and staff privacy, and requests that everyone in the library respect each other's privacy. It is the policy of the Board of Directors (the "Board") of the Nevada Public Library to permit filming and photography under the conditions described herein only to the extent that it does not interfere with the operations, programs and activities of the Library. Library staff may terminate any photo session that violates library policies, including the Code of Conduct policy, or appears to compromise public safety or security.

GUIDELINES

The Board hereby authorizes filming and photography in Library facilities as follows:

1. Classes or events sponsored by the Nevada Public Library may be photographed or video-recorded by the Library's staff or its representatives. The Library reserves the right to use any photograph or video taken at any such event in publications or other media material produced, used or contracted by the Library, including newspapers, books, television, its website, brochures, invitations, brochures, magazines, and other library publications. Attendance at an NPL-sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Nevada Public Library. However, if a person does not want their image recorded for later distribution, he or she should immediately make their wishes known to the photographer or a member of the Library staff at the time of any such recording. Additionally, to ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.
2. Casual amateur photography, filming, and videotaping are permitted in the lobby, study, and program areas of Library facilities for patrons and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. Except as otherwise permitted in paragraph 3 by the Library itself, in no circumstances may anyone take a photo or film a Library patron without the consent of the patron, or their parent/guardian, if a minor.
3. No commercial or media photography or filming may occur in Library facilities without the prior written permission and approval of the Library Director. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/films. For commercial/media requests, please call 417-448-2770 or email director@nplmo.org. Any consent granted by the Library pursuant to paragraphs 2 or 3 of this Policy to permit photography or filming may be revoked at any time by the Library upon failure to comply with terms of the Policy or other rules and regulations of the Library.

Public Service to Minors Guidelines

General Policy

Nevada Public Library supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users are in violation of the American Library Association's Library *Bill of Rights*. The Nevada Public Library opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

[Free Access to Libraries for Minors](#), an interpretation of the *Library Bill of Rights* (ALA's basic policy concerning access to information) states that "Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources." Censorship by librarians of constitutionally protected speech, whether for protection or for any other reason, violates the First Amendment.

While a large children's section exists with materials specifically for younger patrons, parents should be aware that children also have access to all materials in the library. Responsibility and awareness of what a minor is checking out rests with the parent or guardian who registered the child for a library card.

Ways that parents may review or restrict their child's account activity:

- Accompany your child to the library and assist them in their selection.
- Log in to their account to see what is checked out.
- Present the child's library card to request a list of items currently checked out.
- Request restrictions of specific collections on your child's account; examples include:
 - No internet access without parent present
 - No YA materials without parent present
 - No Graphic Novels without parent present
 - No movies rated PG-13 or above without parent present

Note: Restrictions cannot be vague, such as reference to topics, content or other subjective terms.

Confidentiality of Library Records – Minors

Minors have the same privacy rights as adults with regard to their use of the public library. If a library cardholder is under the age of 18, only the caregiver who signed for the child's card may be given specific information regarding the child's account record under the following circumstances:

- If the caregiver is in possession of the child's card, they may be given any information in the child's record.
- If the child's card is not present, information will only be provided to the caregiver listed on the library account upon presentation of photo identification, and will be limited to materials that are overdue, lost or damaged, or related to fines owed.

Responsibility for Charges – Minors

The adult who registered for a library card issued to a minor, age 15 and younger, is the responsible party for fines and other charges accrued on the child's card. This includes replacement costs and billing charges for lost materials. Invoices and statements on the minor's account are available to the responsible adult without the presentation of the child's card.

Computer Use – Minors

Nevada Public Library does not act In Loco Parentis, and as such, responsibility for online content accessed by children and adolescents on library computers or while using the library's Wi-Fi or mobile hotspot connections rests with their parent or legal guardians. In compliance with applicable Federal law, the internet connection at NPL employs internet filters. Parents or guardians who believe that their children cannot responsibly use the internet should personally supervise their use of library computers and wireless access devices while using Wi-Fi.

Safety of Children in the Library

Nevada Public Library offers welcoming spaces that encourage children to explore, create and connect. Library staff strives to provide a safe environment for all visitors, but safety cannot be guaranteed. While NPL staff are committed to helping children with activities and materials at the library, staff do not act as childcare providers or disciplinarians. Children are expected to adhere to the same rules of conduct as adults.

- Parents, guardians, and caregivers are responsible for their children while visiting the library.
- Children under age 10 may not be left unsupervised anywhere on the library premises. If a parent or guardian cannot be located within 15 minutes of staff initiation of attempted contact, the police will be notified.
- Parents will be notified if a child age 10 or older is not able to follow the library's rules of conduct.
- Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up after closing time will be left in the care of the police. Under no circumstances will a library staff member transport children in a vehicle or accompany them home.
- Organized groups of children, such as school classes, daycare groups, and tours, must be supervised by adults in their group at all times while in the library.

(see Unattended Children policy)

"Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors> (Accessed November 10, 2022)

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Unattended Children and Vulnerable Adult Policy

The Nevada Public Library welcomes all ages and strives to provide an environment/place for all to enjoy. The safety and welfare of children and vulnerable adults at the library is of utmost importance, however, the library is a public building open to all.

Vulnerable adults and young children, ages 9 and under, should be supervised by a responsible adult at all times. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of persons in their care while they are in the library.

The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles or vulnerable adults are left unattended or issues relating to safety, disruptive behavior, or well-being occur. Library staff will follow established library procedures for the protection of the involved party and maintain an environment free from disruption in accordance with the Library Conduct Policy.

Unattended Children/Vulnerable Adults in the Library

1. An unattended child is a minor of any age whose behavior requires them to be accompanied by a parent or caregiver. A vulnerable adult is a person over the age of 18 years old who is unable or unwilling to care for themselves.
2. The library does not have staff, staff training, or State Certification to act as a childcare facility or in lieu of trained staff or family for vulnerable adults.
3. The library staff is not responsible for the care of unattended children and vulnerable adults and does not assume responsibility from the parents or caregivers for providing for the welfare of persons in their care.
4. Library staff is not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers.
5. Library staff is not responsible for any consequences of parents or caregivers forfeiting their responsibilities.
6. Library staff may refer to the police those children or vulnerable adults who are left unattended in the library when a parent/guardian cannot be reached or if the behavior of the minor child or vulnerable adult falls outside that of acceptable behavior in the library.
7. Please refer to the Library Conduct Policy for more information and procedures for addressing issues with unattended children and vulnerable adults.

Parent/Caregiver Responsibilities

1. Parents/caregivers should remain with persons in their care and be responsible for the care of those persons inside & on the premises.
2. Parents/caregivers should encourage positive behavior by persons under their care while in the library.
3. Parents/caregivers should cooperate with the library staff if persons in their care are disruptive or if they interfere or endanger others or cause damage to property.
4. Parents or guardians with children who are mature enough to be left alone at the library are expected to set reasonable time limits for their children's visits to the library and provide a means of transportation home from the library by the time the library closes.

Staff Guidelines

Staff will attempt to contact the parent, guardian, or caregiver to address concerns of lost, unattended, or scared children or vulnerable adults, or those with behavior/conduct issues.

If the parent or responsible guardian cannot be found in the building or by phone, the proper authorities will be notified after a period of 15 minutes.

An incident report will be filled out and kept on record.

Library staff may not take children or vulnerable adults out of the building unless caregivers are located within sight of the facility, nor is staff permitted to transport children or vulnerable adults away from Library facilities.

For the safety of a child or vulnerable adult left unattended in the library at closing, appropriate law enforcement authorities will be contacted to take custody after a time period of 15 minutes following closing if attempts to contact the parent, legal guardian, or custodian are unsuccessful.