



## **Children in the Library**

The Frank L. Weyenberg Library (FLWL) welcomes and encourages families and children to visit the Library. We are committed to providing resources and programs that engage children and promote a learning environment. We encourage parents to be aware of their child's reading activities and interests, and to make library time a pleasant family experience.

Staff are here to assist children with their library use. Responsibility for the behavior and safety of children using the Library rests with the parent or caregiver and not with library personnel. Library staff will not supervise children.

Staff shall not wait beyond closing time with an unattended child. If an unattended child is in the building at library closing time, staff shall contact the Mequon Police Department. It is the policy of the Library that staff members will not transport children.

### **Children Age Seven (7) and Under:**

FLWL recognizes that the safety of children left unattended in the Library is a serious concern. Young children left on their own often become frightened or anxious. No public place, including the Library, can guarantee the safety of children. Children aged seven (7) or under must be accompanied by a parent or adult caregiver who must remain with the child at all times.

When a child age seven (7) or under is left unattended, staff shall:

1. Ascertain the name of the child, and the parent or caregiver who brought him/her to the Library.
2. Assist the child in locating a parent or caregiver.
3. If a parent or caregiver cannot be contacted within ten (10) minutes, staff will contact the Mequon Police Department for assistance. Staff will remain with the child until a parent, caregiver, or police arrive.
4. Staff must complete a Library Incident Report and submit it to the Director by the next working day.
5. If deemed necessary, the Library Director will send a letter to the parents or caregiver explaining the Library's policy.

### **Children Age Eight (8) and Older:**

Children age eight (8) and older are invited to use the Library and attend programs without parental supervision, provided their behavior meets the standards expected of our library patrons. Parents should be aware of when programs end and the closing time of the Library. If library staff determine that any child is behaving in an unacceptable manner or is not coping adequately, staff will contact a parent or caregiver. If library staff are unable to contact a parent or caregiver within ten (10) minutes, the Mequon Police Department may be contacted for assistance.