



BARTLETT PUBLIC LIBRARY DISTRICT SAFETY GUIDELINES FOR CAREGIVERS AND CHILDREN

The Library is a public building that has thousands of visitors each week, which can present hazards for unsupervised children. Follow these guidelines while in the building:

- Caregivers are responsible for the behavior of their children during visits.
- Children age 7 and younger need direct supervision from a caregiver age 16 or older.
- Children age 8 and older may use the Library unattended if they are non-disruptive.
 - Make sure your child has your contact information if you are dropping them off.
- If you and your child become separated, immediately tell staff so they can assist you.
- Encourage children to go to a service desk if they become separated from you.
- During storytimes, caregivers must remain in the Youth & Teen Services Department.
- If you know you will be late in picking up a child before Library closure, call to let us know.
- If a child (Junior High and under) is still at the Library after closure:
 - At least two employees will wait with the child.
 - Contacting the caregivers will be attempted.
 - If unable to speak with caregivers within 20 minutes of closure, police will be called.
 - If caregivers don't arrive prior to police, children will be given over to police custody.