

If a child under the age of eight (8) is in the Library without a parent or caregiver, Library staff on duty will:

1. Attempt to comfort the child, if necessary
2. Locate the parent or caregiver in the Library, explain the Child Behavior and Safety Policy, and provide a copy of the policy to the parent.
3. Make reasonable efforts to contact the parent or caregiver who is not in the Library to come and pick up the child.
4. Inform the Director or Librarian-in-Charge.
5. Contact the Franklin Lakes Police to pick up the child if the parent or caregiver cannot be located after an appropriate time.

All children must be picked up no later than fifteen (15) minutes prior to the closing of the Library. If an unattended child of any age is in the Library within thirty (30) minutes of closing time Library staff will:

1. Contact the Child's parent or guardian and/or ask the child to do so. If a parent or caregiver cannot be reached or does not arrive within fifteen (15) minutes following closing, Library staff will then escort the child to the Police station.
2. The child will be turned over to the care of the police.
3. The staff member will return and leave a note on the Library door stating "Unattended child is in the custody of the Franklin Lakes Police" once the child has been escorted to the station.
4. Library staff will walk the child to the Police station. Staff members are not permitted to transport any child from the Library to another location in any other fashion.

If an unattended child of apparent school age is in the Library during school hours, the Library staff will call the appropriate school and will inform the child that the school will be notified of his or her presence at the Library during school hours.

Each incident in which a child has been asked to leave the Library or in which an unattended child has been present after closing will be reported in writing to the Director

Approved:3/21/11