

**POLICY ON UNATTENDED MINORS AND DEPENDENT ADULTS**

**POLICY** - Library facilities are public buildings, and as such, have special security concerns. The Lewis & Clark Library is committed to providing its users an atmosphere and environment conducive to the most efficient and effective use of library facilities and programming. Part of this commitment is a concern for the safety and welfare of everyone who visits our libraries. This policy addresses unattended minors and unattended Dependent Adults. For the purposes of this Policy, “Dependent Adult” has the same meaning as defined in Mont. Code Ann. § 72-5-101(1), “minor” means a child under the age of eleven, and “parent/guardian” means the person responsible for the “minor” or “Dependent Adult”. Library staff is not responsible for the supervision of minors or Dependent Adults in any area of the library at any time except during library programs where parents/guardians do not attend.

Minors and Dependent Adults must be accompanied by a parent/guardian at all times and must remain within a line of sight. If a minor or Depended Adult is left unattended and the parent/guardian cannot be located within 5 minutes, library staff will call the Helena Police Department.

The Library reserves the right to determine when a minor or Dependent Adult must be accompanied by a parent, legal guardian or responsible adult caregiver.

Reviewed and Amended by the Board of Trustees April 15, 2018

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Reviewed, amended and approved by the County Attorney May 3, 2012

Approved by the Board of Trustees April 17, 2012

Approved by the Board of Trustees August 18, 2009

Approved by the Board of Trustees September 21, 1999

## Lewis & Clark Library Policies

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### PROCEDURES

#### **Unsupervised Minor or Dependent Adult on Library Premises**

When Library staff recognizes that a minor or Dependent Adult has been left unattended in the Library or on its premises or if the Library is closing and Staff recognizes an unattended minor or Dependent Adult the following procedures shall apply:

- Staff will search the Library building and/or grounds in an effort to locate the responsible parent/guardian. Staff will also make reasonable attempts to reach a parent/guardian by telephone if possible.
- If after five (5) minutes a parent/guardian cannot be located for the unattended minor or unattended Dependent Adult, Library Staff will contact the Helena Police Department.
- Staff will stay with the minor or Dependent Adult until the Helena Police Department arrives or the parent/guardian is located.
  - Whenever possible, the Library will notify parents, legal guardians, or responsible adult caregivers of any incident involving an unattended minor or unattended Dependent Adult.
  - Under no circumstances will Library staff members provide transportation to unattended minors or unattended Dependent Adults; nor will staff leave them alone in the building or on the Library premises
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#### **Library Program Requiring Child to Attend Without a Parent or Caregiver**

When Library events require children to attend on their own, children shall be brought to the room immediately prior to the program and immediately met outside the room at the program's conclusion.

#### **Unattended Persons after Hours**

Parents, legal guardians, and responsible adult caregivers are responsible for being aware of the times the Library opens and closes.