

## Wilbraham Library – Safe Child Policy

The Wilbraham Public Library strives to create a warm, inviting, enjoyable and safe environment for children. During library visits, parents/caregivers are strongly encouraged to accompany children, especially younger children. Parents/guardians/caregivers are always responsible for their children's welfare in the library. Children 8 and older may use the library unattended by an adult/caregiver, subject to other Library rules and policies governing appropriate behavior. Note the following rules for children.

### Children 7 and younger:

- Must have a caregiver with them on the premises
- Must have caregiver supervision to use an internet workstation
- Children ages 3-7 who are attending programs will be supervised by the library staff only during the scheduled time of the program.

### Children 8 and older:

- May use the library unaccompanied.
- Children should have an emergency contact for the caregiver available.

### All unattended children:

- Caregivers should observe posted library hours and should pay attention to possible unexpected closings or opening delays due to storms, power outages etc.
- The library staff is not responsible for supervising children left alone when the library is closed.
  - Staff may wait 20 minutes after closing and may notify the police department of any child who has been left attended.

### Behavior in the library

- Disruptive behavior will not be tolerated.
  - Parents/guardians will receive notification if disruptive behavior occurs. (*See sample unattended children notification letter.*)
- A library staff member may approach a disruptive child or caregiver of the child to address such behavior.
- Disruptive behavior may result in the suspension of Library privileges.
- If the disruptive behavior continues, the child will be asked to leave the library.
- Staff members are authorized to contact the police due to unacceptable or disruptive behavior.
- Adults, unaccompanied by children, are expected to remain in the adult areas of the library unless they are actively using the materials or services in the children's area.

## Disruptive Behavior Notification Letter

Dear <insert parent name>

Date <insert date of letter>

The Wilbraham Public Library experienced an incident involving <insert name of child> on <insert date> when s/he was on Library grounds unattended by you or a caregiver.

*<Insert short description of the disruptive behavior>*

A copy of the Library's policy on Unattended Children is enclosed for your review. We ask that you review this policy and expect that you will make every effort to follow it. The safety of children as well as the proper operation of the Library is our first responsibility. Disruptive behavior may result in the suspension of Library privileges.

If you have any questions, please contact the Library.

Sincerely,

*<insert signature>*

Karen Demers  
Library Director