

Disruptive or Lost/ Unattended Child

This policy is intended to provide guidelines in the event that a child should become lost or separated from the parent/guardian while visiting the Manitowoc Public Library.

- Parents/guardians are responsible for their children's behavior while they are in the library. If the parent/guardian is not able to mitigate the behavior the child and parent/guardian will be asked to leave.
- If a child should become lost or separated from the parent/guardian, Manitowoc Public Library staff will attempt to locate the parent/guardian of the child in the least disruptive manner possible.
- If parent/guardian cannot be located in a reasonable amount of time, the local police will be contacted.
- If a child is left at closing time, staff will wait with child for a short period of time. If parent/guardian is not able to pick up child within that period, the local police will be called.
- Children may be considered unattended even if parent/guardian is in the library building.
- Parents/guardians of children who are unattended for long periods of time will be contacted by a staff member. If the same children are repeatedly unattended or left in the library without parental supervision, a registered letter will be sent to the parent warning that the County Human Services Department may be contacted.

Board Approved
December 21, 2010