

## TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

**Category:** Library Patrons

**Policy Number:** LIB-02-005

**Title:** Children in the Library

1. Children are welcome in the Vegreville Centennial Library. The Library is concerned about their safety and welfare. However, the responsibility for the supervision of children in the Library rests at all times with the parent, guardian or caregiver and not with Library Employees or Volunteers. Children under the age of 10 should be accompanied by a parent, guardian or a responsible caregiver subject to clause #2.
2. Parents/Caregivers are requested to remain in the Library while their children participate in most Library programs. Parents/Caregivers may leave their children at the Library for designated programs but are required to fill out the required waiver forms before leaving their children at the Library.
3. When dealing with an unsupervised or unattended child, Employees or Volunteers should:
  - a. determine if the parent/caregiver is in the building and, if so, notify them of the situation.
  - b. if the parent/caregiver is not in the building, an attempt should be made to contact them, inform them that the Library is not willing to supervise the child and that they are to be picked up immediately. The Employee may also advise the parent that, in future, police may be contacted.
  - c. if a parent/caregiver cannot be contacted and the Library is closing, then police must be notified that a child has been abandoned in the Library. Under no circumstances will Library Employees or Volunteers provide a ride home for any child.

Date Approved: March 24, 2021

Board Chair Signature: \_\_\_\_\_



Date to be Reviewed: March 2024