

CAPITAL AREA DISTRICT LIBRARIES SER 103a UNATTENDED CHILDREN

June 17, 2026

Capital Area District Libraries endeavors to provide a welcoming environment for patrons of all ages. All library patrons, including children, must follow the Library Code of Conduct established by the Library Board of Trustees and posted in each library building and on the Library web site, www.cadl.org.

Capital Area District Libraries provides resources and materials for youth and encourages children to use its facilities and services. Young children in the library should always be accompanied by a parent/guardian or caregiver. The library is a public place and unattended children are potentially vulnerable.

The responsibility for the safety and behavior of children in the library rests solely with the parent/caregiver. Library employees are not responsible for children.

The following guidelines will be followed concerning the care and behavior of young library users:

Children aged EIGHT or younger must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. The caregiver must be able and willing to be responsible for the child, they must be, at least thirteen years old, and must carry emergency contact information of a parent/legal guardian of the minor. An exception may be children attending a library program without a parent/caregiver in the room. The parent/caregiver is expected to remain in the library building and immediately to join the child at the end of the program.

If a child violates the Library Code of Conduct, the child and the parent/caregiver will be informed of the policy. If misuse persists, the family may be asked to leave the library.

If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform them of the policy. If the parent/caregiver cannot be found, or if the child is left unattended again, the police will be called for assistance.

Children aged NINE and older may use the library on their own. However, parents are still responsible for the actions and the well-being of their child(ren). If they are disruptive or violate the code of conduct, they may be asked to leave.

A child in this age group cannot leave the library without an adult if weather is inclement, if it is after dark, or other extenuating circumstances exist. In these cases, a staff member will call the child's parent/legal guardian or emergency contact. If the parent/legal guardian cannot be reached, the police may be called for assistance. All

children should have the telephone number of someone who can assist them in an emergency.

Teenagers are treated as adult users. However, they are still legally the responsibility of their parents and should have an emergency contact available.

Closing Time: Youth aged 15 and under who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the library. If transportation is not available within 15 minutes of closing, the police may be called for assistance. A minimum of two staff members must stay with the youth if it is after closing. staff are not permitted to provide transportation of a child home.

Penalties: Patrons who do not adhere to this policy will be asked to leave the library. Repeat offenders may be denied access to the library for longer periods of time. See Library Code of Conduct (SER 103).