

Alhambra Civic Center Library Unattended Minor Policy

UNATTENDED MINOR AND DISRUPTIVE MINOR POLICY

The Alhambra Civic Center Library encourage everyone to use the library and its resources. The Unattended Minor Policy serves to ensure that the library is safe, welcoming, and provides equitable access to materials and services for all users.

For the purpose of this policy:

The term “unattended” shall mean **not** in the immediate company of a responsible adult or caregiver over the age of 14, other than library staff.

The term “caregiver” shall refer to individuals over the age of 14.

The term “supervision” shall mean to closely watch over and ensure children follow the Library Behavior Policy.

POLICY

- Children ages 9 and younger must be accompanied by a caregiver over the age of 14. The caregiver is responsible for the behavior and supervision of children in their care while at the library.
 - If the child is attending a Library program, a responsible caregiver must remain in the library building during the program and must meet their child at the end of the program.
- If a child age 9 or younger is found unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform them of this policy. If the caregiver is not found within fifteen minutes, staff will attempt to contact a caregiver by phone. If no responsible adult is reached or the child is not picked up within fifteen additional minutes, Library personnel may notify the Alhambra Police Department to provide temporary protective custody for the child.
- Children ages ten and older may visit the library unattended but should not be left alone for extended periods of time. Library staff are not responsible for the supervision of any child. It is recommended that all minors be supervised by a responsible caregiver at all times.
- Children who are not following the Library Behavior Policy or who are exhibiting inappropriate behavior may be asked to leave the Library. The Library assumes no responsibility for an unattended child who is asked to leave the Library for policy or behavior violations.
- If a child under the age of 15 is left unattended at closing time, library staff will attempt to contact the parent/caregiver. If staff do not receive a response, or if a caregiver does not arrive within 15 minutes of closing

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time, staff will contact the Alhambra Police Department to place the child in temporary protective custody.

Disruptive Behavior on Library Property

Patrons of all ages are expected to follow the Library Behavior Policy. Disruptive behavior is any behavior that seriously or constantly disturbs library patrons or staff, damages library property, interferes with library services, or endangers the safety of library visitors. Examples of disruptive behavior in the library or on library property may include (but is not limited to):

- Running, chasing, or horseplay
- Screaming, shouting, yelling, loud laughing or other noises
- Eating
- Continued or frequent loud talking
- Pushing, hitting, fighting, biting, or other physically inappropriate behavior
- Throwing objects
- Prolonged crying or tantrums
- Bullying or making derogatory/inappropriate remarks in regard to other patrons or staff
- Placing feet on, jumping on, or moving furniture
- Dangerous use of toys or other objects
- Tampering with library devices, such as photocopiers, computers, etc.
- Use of skateboards, bicycles, scooters, etc.
- Not following the directions of library staff

Staff will provide two verbal warnings about disruptive behavior. If the behavior continues, the patron will be asked to leave the Library for the rest of the day. Continued incidents of disruptive behavior may result in loss of visitation or other privileges for longer periods of time.