



3612 Kutztown Rd
Reading PA 19605

CHILDREN UNACCOMPANIED OR ABANDONED BY AN ADULT POLICY

Children under the age of 10 must be accompanied by an adult (18 years or older). If the child is accompanied by someone not over the age of 18, both parties will be asked to leave the library. In the event a child, under the age of 10, is present without being accompanied by anyone, effort will be made to locate a parent/guardian or caregiver. If a responsible adult does not arrive within 15-30 minutes after library staff makes contact with the responsible adult, or if contact cannot be made with a responsible adult within 15 minutes, the proper authorities will be called.

PROCEDURE FOR CHILDREN UNACCOMPANIED OR ABANDONED BY AN ADULT

- A. If the child is accompanied by someone not over the age of 18, both parties will be asked to leave the library. Staff may allow the child to call for a ride home.
- B. After identifying an unaccompanied child, under the age of 10, staff will:
 1. Note the time that the unaccompanied child was identified.
 2. Try contacting the person the child thinks is responsible for them. Ask for parent/guardian/caregiver home phone number or cellular number; parent/guardian work phone number or workplace; a number for another relative, such as an aunt, uncle, grandparent, etc.
 3. Tell the person in charge of the library at the time (which may be the Director, a librarian, or the person with the most seniority) if you think there is an abandoned child in the library. The In-Charge person is responsible for contacting the police to report an abandoned child, if necessary. Use the police non-emergency number which is: **610-655-4911**
 4. If the library closes before a caregiver or the police come, the In-Charge person plus 1 staff member must wait together with the child. Two people must wait with the child to protect staff and the library from any hint of wrong-doing.

Adopted by the Board of Trustees 06/13/2016