



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: UNATTENDED CHILDREN POLICY

SECTION: GENERAL ADMINISTRATION

BOARD APPROVED: 3/22/2021

Unattended Children Policy

While the Altadena Library District strives to foster a safe environment for everyone, parents and guardians are responsible for ensuring the safety of their children as well as for monitoring and regulating their behavior.

- Children under the age of 10 may not be left unattended on library premises. Unattended children under the age of 10 will be asked to call a parent or guardian for pick-up. If unable to reach a parent or guardian, the L.A. County Sheriff's Department will be contacted.
- Anyone 10 or older who is at the library on their own will be held responsible for their actions and behaviors and are expected to adhere to library policy. If warranted, a child over age 10 at the library on their own may be asked to contact their parent or guardian and leave the library for the day.
- For the safety and comfort of children, a responsible adult or caregiver over the age of 14 must remain with any child under 10 years old while they use the library. Depending upon the program, children may be allowed to participate in some library programs without a parent or caregiver; however, the parent or caregiver must remain inside the library and be easily accessible should the child need assistance.
- When necessary, two staff members will remain with an unattended child up to 15 minutes past closing before contacting the L.A. County Sheriff's Department. Under no circumstances will staff transport unattended children.