

## Children's Use

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The Urbandale Public Library encourages children to experience the collections, services, and programs it offers. The following guidelines ensure their use of the Library is a positive and safe experience.

### Guidelines

- A child is expected to abide by the Library's Rules of Conduct.
- The Library is not responsible for the actions, supervision, or safety of a child or for guiding or monitoring a child's use of the Library.
- A child 9 years of age or younger must be attended and supervised by a caregiver at all times. A caregiver must be 14 years of age or older.
- Library staff will attempt to contact a child's caregiver if:
  - a child 9 years of age or younger is in the Library unattended.
  - a child under 18 years of age is without a means of transportation at the time of closing.
- If a caregiver cannot be reached within 15 minutes, Library staff will notify the Urbandale Police Department. Library staff must consult the Library director before the police are notified. If the Library director cannot be reached, the assistant director or a department manager must be consulted.
- Two Library staff will remain with the child until a caregiver or police arrive.
- Under no circumstances should Library staff drive a child to any location or leave a child alone outside the building after closing.

Failure to comply may result in the suspension of Library privileges, which includes exclusion from Library property. A multi-step disciplinary process outlined in the Library's Suspension of Privileges policy is followed. The Library reserves the right to advance the process if behavior warrants.

Adopted by the Urbandale Public Library Board of Trustees, July 28, 2014

Revised August 26, 2019