

**City of Lubbock, TX  
Library**

**Administrative Policies and Procedures**

**Subject:** Library Use by Unattended/Disruptive Children      **Effective Date:** 05/01/04

**Approved by:**       **Revised Date:** 04/01/08  
City Manager

  
Assistant City Manager

  
Executive Director

  
Library Director

**Applies to:** Library Patrons/Staff

**Policy:** Children ten years old or younger are to be attended and adequately supervised by a responsible caregiver, e.g. an adult or a mature adolescent at least 13 years old.

Children eleven years and older may use the library unattended, subject to all policies and procedures in the Library User Code of Conduct. Disruptive children will not be allowed to interfere with library service to others.

**Roles and Responsibilities:** *Parents/guardians*

- Parents/guardians are responsible for their children's actions while the children are on library property.

*Library Staff*

- Staff informs the accompanying adult of problem behavior should the adult fail to notice or volunteer correction. It is not the responsibility of the library staff to serve as baby-sitters, teachers, or disciplinarians.
- The Lubbock Public Library assumes no responsibility for children left unattended on library premises.

**Procedures:**

**Unattended Children**

When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the library is closing, library staff is authorized to call the police and at least two staff members will remain with the child until the police arrive. Attempts will be made to reach the parents, but in no instance will staff take young people home.

**Disruptive Children**

Library staff will approach disruptive children in the following manner:

- Give a verbal warning to the child indicating that such behavior is disruptive to other library users and is unacceptable.
- Approach the parent or caregiver with the same warning, if the disruptive behavior continues. If the child is unattended, give the child a second warning.
- Request the parent or guardian to escort the child from the library premises, if the disruptive behavior still continues. If the child is unattended, staff should use discretion in asking the child to leave, taking into consideration the child's safety.
- Call police dispatch, if the child's disruptive behavior continues and he or she refuses to leave the library premises.

Library staff documents any incidents involving unattended or disruptive children in the incident log book and inform their supervisor. In all instances, the staff member in charge must be informed before appropriate action is taken.

**Checks and Balances:**

Library supervisory staff ensures that policies and procedures are followed through training and observation of personnel.

**Forms and Required Documents:**

None.