	LIBRARY DISTRICT POLICIES AND PROCEDURES		
	Revision Approval:		Date Approved: 12/19/2018
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I. PURPOSE

- A. The Yavapai County Free Library District welcomes all members of the public. Parents, guardians, and caregivers must realize that there are risks associated with leaving children or vulnerable adults unattended at the library.
- B. To set forth responsibilities regarding children and vulnerable adults.

II. DEFINITIONS


- A. For the purposes of this policy, “child” means any individual who is under eighteen years of age.
- B. For the purposes of this policy, “vulnerable adult” means an individual who is eighteen years of age or older and who is, because of a mental or physical impairment, unable to:
 - 1. Protect himself or herself from abuse or exploitation by others; or
 - 2. Comprehend or comply with Library District policies, including Code of Conduct Policy.

III. POLICY

- A. The responsibility of the safety and well-being of every child and vulnerable adult using the library rests with the parent, guardian, or caregiver.
- B. Children under the age of 8 must never be left unattended and must be in the line of sight of a parent or guardian at all times.
- C. Vulnerable adults who are not capable of understanding and following Yavapai County Free Library District policies must never be left unattended and must be in the line of sight of a guardian or caregiver at all times.
- D. Unattended children age 8 or older and vulnerable adults who are capable of understanding and following Yavapai County Free Library District policies are welcome in the library if they have contact information for a parent, guardian, or caregiver who is available to provide assistance if needed.
- E. Parents, guardians, or caregivers are responsible for the behavior of children and vulnerable adults whether parents, guardians, or caregivers are present (see Code of Conduct Policy).

IV. PROCEDURE

- A. If library personnel identifies unattended children or vulnerable adults in the library and a parent, guardian, or caregiver is unavailable, library personnel shall call the Yavapai County Sheriff’s Office at (928) 771-3260 or local law enforcement for assistance.
- B. Library personnel shall wait for law enforcement to arrive.

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- C. Library personnel shall not transport unattended children or vulnerable adults in a vehicle or accompany them home.
- D. Library personnel will submit a copy of any law enforcement report to their supervisor, if one is available.