



Fayetteville Free Library and Manlius Library Safe Child and Vulnerable Adult Policy

Overview

The Fayetteville Free Library (FFL) and the Manlius Library are dedicated to providing a welcoming and safe environment for users of all ages. The Safe Child and Vulnerable Adult Policy is intended to inform the public and library staff of the guidelines in effect for the safety of all patrons at these libraries.

General

The responsibility for the safety and behavior of all patrons requiring supervision in the library rests with the parent, guardian, or caregiver and not with the library staff. It is the parent, guardian, or caregiver's responsibility to ensure that their behavior is appropriate based on the individual library's Patron Code of Conduct. Library staff have many duties to perform and cannot provide supervision. Library staff are not allowed to physically prevent patrons from leaving the library, assume responsibility for them, accompany them off library premises, or provide transportation.

Children **under the age of 10 years old or any person who requires direct supervision and/or assistance** must be within sight of their parent, guardian, or caregiver at all times unless the child is attending a specific library program. If someone requiring supervision is left alone, library staff will locate the responsible party and make them aware of the policy. If staff is unable to locate or contact anyone, the Manlius Police Department will be called.

Children **aged 10 to 17** may use the library unattended for an amount of time appropriate for their age and maturity. Parents and guardians are still, however, responsible for the actions of their children. All unaccompanied children should have the telephone number of a parent or guardian. In accordance with the individual library's Patron Code of Conduct, any library user behaving inappropriately may be asked to leave the library. In such an event, an attempt will be made to contact the parent or guardian.

Safety at Closing Time

Library staff will announce closing reminders to all patrons at 15 minutes and again at 5 minutes before closing. If a child or adult patron needs to contact someone for a ride, they should do so **before** the library closes. It is the responsibility of the caregiver to make sure their child or vulnerable adult is picked up by closing time.

Library staff will follow appropriate procedures to ensure the safety of unattended children and vulnerable adults when the library is closing. Parents, guardians, and caregivers should verify open hours. Unexpected circumstances or adverse weather conditions may cause the library to close early. All unaccompanied children or patrons requiring transportation should have the telephone number of someone who can help them in an emergency.

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If a child or vulnerable adult remains on library property past closing time, staff will follow the procedure outlined below:

1. Library staff will ask the child or vulnerable adult to contact a parent, guardian, or caregiver for a ride. Staff will confirm with the caregiver on the phone.
2. If a caregiver cannot be reached, the Manlius Police Department will be called. At least two staff members will remain with the child or vulnerable adult until the police arrive.
3. Multiple violations of the Safe Child and Vulnerable Adult Policy may result in suspension of library privileges for all individuals involved.

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