

---

## Procedure for Unattended Children at Library Closing

Children and their caregivers are expected to be aware of the Library's posted closing times. At closing, any unattended child will be assisted by Library staff in contacting a parent or guardian for immediate pickup.

If a parent or guardian has not arrived by the time the Library closes, the following procedures will be followed:

- 1. Staff Presence**

Two staff members will remain with the child in a safe, public area of the Library until the child is picked up or released to authorities.

- 2. Contact and Response Time**

Library staff will make reasonable efforts to contact the parent or guardian. If a parent or guardian has not arrived within 30 minutes of closing and has not made contact with the Library to provide an estimated time of arrival, the Durham Police Department will be notified that a child has been left unattended.

- 3. Transfer of Responsibility**

Upon notification, the Durham Police Department will assume responsibility for the child and will make reasonable efforts to locate the parent or guardian.

- 4. Notification to Caregiver**

Library staff will post a notice on the main entrance door indicating that the child has been released to the Durham Police Department and providing instructions for contacting them.

- 5. Staff Limitations**

Library staff are not authorized to transport unattended children to any location outside of the Library.