



## UPPER SADDLE RIVER LIBRARY UNATTENDED CHILD POLICY

*A copy of the USR Library Unattended Child Permission Form and if applicable, Teen Area Rules of Conduct, must be signed and returned annually by a parent and/or guardian.*

*(Please retain this policy for your records)*

### **UNATTENDED CHILD**

An UNATTENDED CHILD is defined as any child under the age of 18 using the public library and facilities unaccompanied by a parent or adult caregiver. Because the library is a public building, the safety of children when left unattended in the library cannot be ensured. By law, the staff cannot take responsibility for unattended children. It is not the library's intention to seek out unattended children, but rather to have a reasoned response prepared when a problem presents itself. For the protection and well-being of children who visit our library, the following policy has been established.

#### **Children in Third Grade or Lower**

Children in grade three or lower may not be left unattended by an adult in any part of the library. If such children are found without an adult, staff will attempt to locate the parent or other caregiver.

Programs – During story times or other programs, adults who do not attend the program with the child must remain in the building and must be visible when their child returns from the program.

#### **Children in Fourth and Fifth Grade**

These children are welcome to use the library unattended but time unattended should not exceed 1 -2 hours. No public place, including the library, can guarantee the safety of children. Parents are responsible for their child's behavior. If a child becomes anxious or disruptive the staff will attempt to find the parent or caregiver in the library. If they are not available the staff will call the child's parent/caregiver. It is the responsibility of the parent or caregiver to be accessible to pick up the child at any time. THE CHILD MUST HAVE A WAY FOR THE STAFF TO CONTACT THE PARENT OR CAREGIVER AT ALL TIMES THEY ARE LEFT UNATTENDED IN THE LIBRARY.

#### **Children in Grade Six and up**

Children in grade six and up are old enough to use the library responsibly but time unattended should not exceed 2 hours. If problems arise, they may be asked to leave or parents may be contacted. It is the responsibility of the parent or caregiver to be accessible to pick up the child at any time. THE CHILD MUST HAVE A WAY FOR THE STAFF TO CONTACT THE PARENT OR CAREGIVER AT ALL TIMES THEY ARE LEFT UNATTENDED IN THE LIBRARY.

NJSA 30:5B-1-15 prohibits the library from functioning as a child care center unless licensed by the State of New Jersey. Therefore, responsibility for the conduct of minors remains with the parent/guardian.

### **UNATTENDED CHILD WHEN THE LIBRARY IS CLOSING**

A parent or caregiver must pick up the child or be in the library 30 minutes before closing time.

Library closing times are:

Monday	<b>5:00PM</b> ( <i>parent/caregiver must be in the library by 4:30 PM</i> )
Tuesday and Wednesday	<b>8:00PM</b> ( <i>parent/caregiver must be in the library 7:30 PM</i> )
Thursday, Friday	<b>5:00PM</b> ( <i>parent/caregiver must be in the library by 4:30PM</i> )
Saturday	<b>2:00 PM</b> ( <i>parent/caregiver must be in the library by 1:30 PM</i> )
Sunday (when open)	<b>5:00PM</b> ( <i>parent/caregiver must be in the library by 4:30PM</i> )

*We strongly recommend that no child remain unattended in the Library more than 2 hours.*  
It has been our experience that they get tired, hungry, bored, and more rambunctious.

PLEASE PLAN ACCORDINGLY!

### **Emergency Library Closing Procedures**

The Upper Saddle River Library will close due to emergencies such as inclement weather, power outages, etc. If the Upper Saddle River Schools close because of inclement weather, the Library will also close. No child may be sent to the library if the schools close early due to an emergency.

When the Library closes because of inclement weather or an emergency and school is still in session, the schools will be notified and an announcement will be made.

### **Normal Closing Procedures**

***NO CHILD 17 YEARS OR YOUNGER MAY BE UNATTENDED IN THE LIBRARY 30 MINUTES BEFORE THE LIBRARY CLOSING TIME.***

Please remember if your child is under age 18 and is left unattended THE STAFF MUST HAVE A WAY OF CONTACTING THE PARENT OR CAREGIVER AT ALL TIMES. THE PARENT OR CAREGIVER MUST HAVE DEFINITE ARRANGEMENTS TO BE IN THE LIBRARY OR PICK UP THE CHILD 30 MINUTES BEFORE CLOSING TIME.

If the parent has not arrived by the library closing time, the Upper Saddle River Police Department will be notified and asked to assist. Department of Children Protection and Permanency (DCPP) may also be notified in accordance with NJSA 9:6-8.21 which prohibits parents from endangering the welfare of children.

**PURSUANT TO LIBRARY POLICY, STAFF WILL FILL OUT AN INCIDENT REPORT.**

**STAFF CANNOT DRIVE CHILDREN HOME OR STAY PAST CLOSING TIME WITH AN UNATTENDED CHILD.**

Approved by the Board of Trustees 9/13/00.  
Updated 06/16/2021

# UNATTENDED CHILD PERMISSION FORM

## RETURN THIS FORM TO THE LIBRARY

**PARENTS PLEASE NOTE:** Upper Saddle River Library Policy states

***NO CHILD 17 YEARS OR YOUNGER MAY BE UNATTENDED IN THE LIBRARY 30 MINUTES BEFORE THE LIBRARY CLOSING TIME.***

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Thursday, Friday **5:00PM** (*parent/caregiver must be in the library by 4:30PM*)  
Saturday **2:00 PM** (*parent/caregiver must be in the library by 1:30 PM*)  
Sunday (when open) **5:00PM** (*parent/caregiver must be in the library by 4:30PM*)

*We strongly recommend that no child remain unattended in the Library for more than 2 hours.* It has been our experience that they get tired, hungry and bored and more rambunctious. **PLEASE PLAN ACCORDINGLY!**

**FOR YOUR CHILD TO BE PERMITTED TO STAY UNATTENDED IN THE LIBRARY YOU WILL NEED TO SIGN BELOW AND RETURN THIS FORM TO ACKNOWLEDGE THAT YOU HAVE READ THE LIBRARY UNATTENDED CHILD POLICY AND THAT YOU INTEND TO SCHEDULE APPROPRIATE PICKUP FOR YOUR CHILD.**

I, and other caregivers in my household, have read and understand the Upper Saddle River Library's Unattended Child Policy.

Parent Name: \_\_\_\_\_  
(Please Print)

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

Phone Number: \_\_\_\_\_  
(Phone number must be one at which your child can reach a caregiver *while* in the library.)

Alternate Phone Number: \_\_\_\_\_

email address: \_\_\_\_\_

\_\_\_\_\_  
Emergency contact other than parent                      Relationship                      Phone

From time to time the Library may provide a snack. Please advise us of any food allergies or dietary restrictions: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# UPPER SADDLE RIVER LIBRARY TEEN AREA RULES OF CONDUCT

## RETURN THIS SIGNED FORM TO THE LIBRARY

The Teen Area was provided by the Friends of the Library and is reserved for students in grades 6 - 12. We ask anyone using this area to follow these rules of conduct so that the library can provide a clean, pleasant and safe environment for everyone. Anyone using the Teen Area must follow the Upper Saddle River Library's Rules of Conduct.

Listed below are the rules we expect you to follow to use the teen area. We have asked that you and your parents read this summary of the library rules so that you know what we expect of you. Please return a signed copy to acknowledge that you have read and understand these guidelines. *An easy way of remembering these rules is to Respect yourself, Respect others, Respect the materials, and Respect the space.*

- All children must have a signed Unattended Child Policy on file with the library in order to remain in the library without an adult.
- Teens are expected to be polite and respectful to the library staff. We expect you to talk softly, avoid noisy disturbances, not to run, to refrain from going in and out of the library repeatedly and not to use cell phones.
- Profane, obscene, threatening language or gestures is unacceptable
- Food or drink may not be brought into the library.
- All audio equipment requires the use of headphones. Volume must be kept at levels for personal use only.
- Teens may not loiter or play in the library lobby, in front of the library building, in the parking lot, library driveway, at, in or near the river, or in the garden areas. The Upper Saddle River Police will be called if teens are in dangerous areas.
- Tampering with the computers and software is prohibited.
- Appropriate clothing and footwear are required and must be worn at all times.
- Talking on cell phones in the library is prohibited as is the taking of photographs or videos without the consent of the library staff.
- The USR Library is not responsible for personal items. Personal property left unattended is subject to removal and discard.
- These guidelines apply to YA patrons in all areas of the library.

Acceptable behavior is expected at all times. Should you choose not to follow these rules a staff member will warn you that your behavior is not acceptable. If there is no change in your behavior the staff may call your parents and ask you to leave the library for a set period of time.

I have read the Rules of Conduct for the Upper Saddle River Public Library and agree to comply with its guidelines. I understand that violation of these guidelines may result in the suspension of my privileges at the library.

Teen contact information:

\_\_\_\_\_  
Teen name (please print)

\_\_\_\_\_  
Teen email

\_\_\_\_\_  
Teen phone

\_\_\_\_\_  
Teen Signature

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

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