

Mulvane Public Library

Minors at Closing Policy

Board Approved November 13th, 2017

The Library encourages youth to phone parents and/or caregivers prior to closing time to ensure they have safe transportation home. However, if a minor is still present when it is time to lock the Library doors the following procedures will take place:

- Staff will ask the patron(s) to call their rides again to remind them the Library has closed.
- Employees will shut down the Library as normal with one staff member standing at the locked front door with the patron(s).
- After regular closing procedures are completed, at least two staff members will remain with the patron(s).
- At ten minutes after closing, if the parent/guardian or caregiver cannot be reached and has not arrived, the Police will be notified and care will be transferred.
- At twenty minutes after closing, if the parent/guardian or caregiver has been reached, but not arrived, the Police will be notified and care will be transferred.
- Under no circumstance, should a staff member drive an unattended minor home.
- If a minor's care is transferred to the Police Department, a note will be left at the door notifying the ride of their youth's custody.

The staff member(s) handling the situation will be responsible for creating an incident report for the Director to review.