

## Oneida Community Library

201 Elm Street • Oneida, WI 54155

920-869-2210 • Fax: 920-869-1299



## Green Earth Branch Library

W1273 Redtail Drive • DePere, WI 54115

920-833-7226 • Fax: 920-833-9782

# NOTICE

## Child Safety Policy

The Oneida Libraries are committed to providing a safe and welcoming environment for all patrons. However, library staff are not responsible for the care or supervision of children left unattended in the library. The safety of children left alone in the library is a serious concern. While staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort.

### Supervision Guidelines

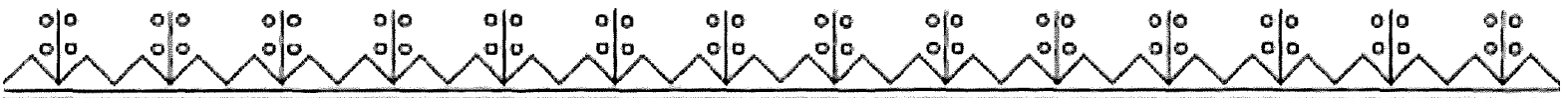
- **Children under the age of 12** must be accompanied and actively supervised by a parent, guardian, or responsible caregiver who is at least 16 years old.
- **Children under the age of 6** must remain in sight of their caregiver at all times.
- **Children ages 12 and older** may use the library unattended, provided they understand and follow library rules and observe proper conduct. They are subject to the same behavior expectations and consequences as all patrons, including being asked to leave the building or premises.
- Library staff are not authorized to provide childcare or assume responsibility for the safety and supervision of unattended children.

### Responsibility of Parents and Caregivers

Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or responsible caregiver. Even in their absence, parents are legally responsible for their child's behavior. Staff may, as needed, notify parents or caregivers whose children require additional supervision.

Parents and caregivers are expected to:

- Ensure their children's appropriate behavior and safety while visiting the library.
- Remain in the library during programs if their child is under 12.
- Make arrangements with their child(ren) in advance regarding communication and pickup.
- Ensure their child has a phone number for a parent or caregiver who can be contacted in case of emergency.



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### Communication and Privacy

For the safety and privacy of patrons, library staff will not disclose over the phone whether a particular person is in the library, nor will staff seek out a patron at the request of a caller. Exceptions may be made at the discretion of staff in the case of an emergency.

### Emergencies and Unattended Children

If a child under the age of 12 is found unattended during library hours:

- Staff will attempt to locate the parent or caregiver within the building.
- If the caregiver cannot be found, law enforcement officials will be contacted, and the child will be placed in their care.

In general emergencies where staff believe a child's safety is in doubt:

- Staff will attempt to contact the parent or caregiver.
- If unsuccessful, law enforcement will be contacted.

### At Closing Time

- Staff will notify the Library Director of any unattended child still present in the library **10 minutes prior to closing**.
- Staff will assist the child in contacting a parent, guardian, or caregiver for transportation.
- If an unattended child under 16 or a vulnerable person of any age has not successfully contacted a caregiver by closing time, or if the caregiver has not arrived, staff will contact the **Oneida Police Department non-emergency number** to ensure safe transport.
- Under no circumstances will library staff transport or escort a child off the premises.

Oneida Nation Library Board Chair

Stephanie Metzen 11-17-2025

Oneida Nation Library Director

Elinor Skene 11/17/2025

