

CHILD UNATTENDED OR LOST

Although not our primary patrons, children are a regular part of the campus community and they frequently accompany parents onto campus.

1. Assess the situation:
 - a. If the child is engaged in a potentially harmful activity, ask them to stop.
 - b. If the child is in extreme danger, you may need to remove them physically.
 - c. If the child appears lost, offer assistance, reassure the child, and keep them calm.
2. Obtain the child's name, address and phone number. Ask for the name of their parents, and ask if they know where their parents were.
3. If the parents are in the library, take the child to the parents and explain the problem.
4. If you are unable to locate a parent/guardian, take the child to the unit circulation desk and call the Campus Police (9-911). Notify the University Librarian's Office at 3-0790.
5. Avoid being left alone with the child. It is best to have two adults with the child at all times to avoid possible misunderstandings or false accusations.
6. As time permits, complete a Library Incident Report.
7. If the child becomes fearful, uncooperative, or resistant, **do not** become assertive. **Do not** chase or attempt to restrain a child unless they are in immediate danger. If the child runs away, try to keep them in sight and ask others to assist by calling campus police. If the child becomes threatening, call campus police immediately.