



## **Minors Left After Library Closing**

If a minor (children 17 or under) is stranded at the library at closing time, with no means of getting home, please follow these steps:

1. Notify the Director or Assistant Director
2. Two staff members will remain at the library with the child after other employees leave. Two employees will stay with the child at all times.
3. Library employees shall not provide transportation to children or other patrons left after closing.
4. If the situation is not resolved by one hour after closing and after at least 2 attempts to reach the child's guardian by phone, the library employee shall call the Johnson City Police and report the problem.
5. Library employees will be compensated for the extra time spent in dealing with this situation. If the problem arises at the end of a work week, compensatory time for exempt employees and overtime pay or time for non-exempt employees will be granted.

Approved by the Board of Directors October 11, 2000

Updated July 20, 2021