

### **3.5 Safety at Closing Time**

(Staff should refer to the Paging Guidelines for Closing Announcements)

Should an adult be left stranded at the library after closing hours, the department head will offer the use of the library phone to secure a ride. Under no circumstances will Library staff transport or accompany a patron from the library grounds.

A minor child who does not have firm arrangements for transportation should begin calling for a ride 30 minutes before closing time.

In the event that a child is left at the library after closing, staff members will wait for 15 minutes. The Chelmsford Police will then be notified to take responsibility for the child's safety. Again, under no circumstances will Library staff transport or accompany a patron from the library grounds.

If a patron refuses to leave at closing time, the patron should first be informed that the department head will contact the police. If the patron does not then leave, the police should be called.

*Approved by the Library Board of Trustees, December 2015*