

Policy on Individuals Left After Closing

The Library is concerned for the safety and welfare of all our patrons. Recognizing that there are potential dangers in any community, the Library has developed this policy to address situations in which individuals are left at the library after closing time.

This policy applies to any person, child or adult, who is unable to leave library property by his or her own means, or who is reluctant to do so for safety reasons. Parents or guardians are responsible for picking up their children at closing time. Adults are expected to arrange for their own transportation to and from the library.

If a responsible party does not pick up the person in question, library staff members may wait up to 15 minutes after closing time before calling the Sheriff's Office. If circumstances warrant it, the staff members may call sooner. Upon the arrival of a deputy, the library staff members may leave and the deputy will take charge of the specified person, following their standard procedures.

Adopted August 15, 2000

Procedures for Handling Individuals Left After Closing

1. If someone is left after closing time, two staff members must stay with him or her until: a) a parent, guardian, or responsible party picks them up, or b) the Sheriff's deputy arrives to take charge. Under no circumstances may a staff member, paid or volunteer, stay alone with an unattended patron, regardless of age.
2. Fill out an incident form (copy attached) any time someone is left past closing time without the means to get home. Be sure to include the individual's name and address if possible.
3. The phone call to the Sheriff's Office should be made **WITHIN** 15 minutes of closing time. For instance, there is no need to wait 15 minutes if the individual is not expecting anyone to come and pick them up, if they are unable to reach anyone, or if there is some urgent reason for the staff to leave. The Sheriff's Office is very willing to handle these types of situations for us.
4. The first time it happens, if you are still present when the responsible party arrives, you should verbally remind them of our hours.
5. The second time it happens with the same responsible party, you should give him or her a copy of our policy with the library hours. (See sample bookmark with policy and hours.)
6. You may leave a copy of the library policy and hours with the Sheriff's deputy if the individual has not been picked up by the time the deputy arrives. The deputy could then give it to the responsible party upon their arrival.
7. If there are repeated problems with individuals being left past closing time, the Library Director may send a letter to the responsible party.

St. Charles Parish Library Policy on Individuals Left After Closing

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Amended January 17, 2012
Amended March 20, 2012

St. Charles Parish Library Hours

East Regional Library

160 W. Campus Drive, Destrehan
(985) 764-2366

Hours:

Mon – Thurs: 9:00am – 8:00pm
Fri - Sat: 9:00am – 5:00pm

West Regional Library

105 Lakewood Drive, Luling
(985) 785-8471

Hours:

Mon – Thurs: 9:00am – 8:00pm
Fri - Sat: 9:00am – 5:00pm

St Rose Branch Library

90 East Club Drive, St. Rose
(504) 465-0646

Hours:

Mon: 10:00am – 8:00pm
Tues–Thurs: 10:00am – 6:00pm
Fri: 9:00am – 5:00pm
Sat: 10:00am – 2:00pm

Hahnville Branch Library

14996 River Road, Hahnville
(985) 783-2341

Hours:

Mon – Fri: 9:00am – 5:00pm

Norco Branch Library

197 Good Hope Street, Norco
(985) 764-6581

Hours:

Mon – Fri: 9:00am – 5:00pm

Paradis Branch Library

307 Audubon Street, Paradis
(985) 758-1868

Hours:

Mon: 10:00am – 8:00pm
Tues–Thurs: 10:00am – 6:00pm
Fri: 9:00am – 5:00pm
Sat: 10:00am – 2:00pm