

## Kingston Library

### **Vulnerable Adults**

Reviewed and Approved by the Kingston Library Board on October 16, 2014

I. **Introduction:** Kingston Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults\* in and around the Library. A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits. Staff cannot be expected to monitor or prevent vulnerable adults from leaving the building/grounds or to assume responsibility for monitoring their behavior.

II. **Definitions:**

**Vulnerable Adult:** A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.

III. **Standards and Procedures:**

The Library will adhere to the following guidelines concerning the care and behavior of vulnerable adults:

Vulnerable adults, who can understand and follow the rules of conduct and who can care for themselves, are welcomed to be in the Library unattended. Vulnerable adults will be expected to follow the rules of conduct as outlined in the PATRON CONDUCT POLICY of the Library. They should have contact information for a parent/guardian or caregiver who can assist them in an emergency.

Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times.

Staff will attempt to contact a parent/guardian or caregiver when a vulnerable adult's:

- health or safety is in doubt
- behavior disturbs other Library users
- actions violate any of the Rules of Conduct for Library Patrons

[<http://www.kingstonlibrary.org/policy/>]

Every reasonable effort will be made by the staff to assist the vulnerable adult in contacting the appropriate adult. If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of Library closing, staff may notify the police.

IV. **Scope:**

The purpose of this policy is to meet the guidelines of the Kingston Library By-Laws:

“The purpose of the Kingston Library shall be to provide public library services to the residents, businesses, and governing officials of the City of Kingston.” Article I.3.

*This policy is the product of the Kingston Library and reevaluated by its Standards and Development Committee every three years if not sooner. This committee will present new and updated policy to the full Board of Trustees for approval/reapprove and will be publically available either on the Kingston Library website or in hardcopy in library building.*