

Vulnerable Adults Policy

Adopted: 1/25/2022

Revised: 2/25/2025

Approved by: Library Board of Trustees

Vulnerable adults who can understand and follow the Code of Conduct Policy and who can care for themselves are welcomed to be in the library unattended. They should have contact information for someone who can assist them in an emergency.

Adults 18 years of age or older who are functionally, mentally, or physically unable to reasonably care for themselves in an emergency situation should not be left alone or unattended in the library, including at library programs.

- Any adult who is unable to provide for their own personal care needs and/or manage their own behavior without caregiver assistance should not be left in the library without a responsible caregiver.
- Any adult who needs help from staff beyond assistance with normal library services should not be left in the library without a responsible caregiver.
- Regardless of cognitive ability/developmental age, a vulnerable adult cannot be left alone in the children's department or teen area.
- Any time vulnerable adults are left unattended in the library, staff will attempt to discuss this policy with the caregiver. Repeat incidents will be addressed by the Library Director.

Library staff may not transport vulnerable adults to any location, even by request of the caregiver.

General Emergencies

- During library hours, when staff believe that the safety of a vulnerable adult is in doubt, library staff will attempt to contact the caregiver before calling 911.
- In the case of an immediate safety concern, staff will contact 911 immediately and then attempt to contact the caregiver.

At Closing

- Library employees will notify the Library Director of any vulnerable adult still present in the library 10 minutes prior to closing.
- Staff will help contact a parent, guardian, or caregiver for a ride.
- If a vulnerable person has not successfully contacted a parent, guardian, or caregiver at closing or that caregiver has not arrived by closing, staff will contact the police at the non-emergency number.

Procedures Regarding Vulnerable Adults

In the event that a staff member has concern for the safety of a vulnerable adult who does not appear to have someone to assist them or has concern for the safety, security, and wellbeing of the general public or library property because of actions by or behavior of a vulnerable adult, the following actions will be taken:

- Staff will attempt to locate a caregiver to advise them of the policy and level of supervision and support required.
- Supervisory staff will be notified and will provide any further follow up, presenting a copy of the written policy.

- If no such person is available or if the situation warrants immediate action, the police department will be called to assist.

Follow Up

After normal procedures have been followed, especially if repeat incidents occur, a letter will be sent by the Library Director directly to caregivers stressing the library's safety concern and the importance of developing alternative care options. Similarly, a letter will be sent to managing programs or group homes if there are concerns about the safety of vulnerable adults. Repeated violations of the policy will result in further action.