

Appendix	Public Policy and Procedure Manual Approving Authority: Morris Area Public Library District Board of Trustees
	Unattended Children Parental Notification Letter Issued: 01/05/2010 Reviewed and Revised: 10/05/2011

Date: _____

Dear _____,

The Morris Area Public Library has experienced an incident involving your child, _____, at this time they were on Library grounds unattended by you or a responsible caregiver. A copy of the Library's policy on Unattended Children is enclosed here for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library Privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.

Very Truly Yours,

Library Director