

## Health, Safety, Security and Patron Behavior Policy

### Purpose:

1. To maintain a safe and secure environment for the Library staff and the public.
2. Preserve library materials, facilities and property from harm.

Library users are expected to conduct themselves in a manner which shows respect for others using the library. Disruptive conduct which prevents others from enjoying the library or which endangers people or property is not allowed. Library staff members may ask visitors who are considered disruptive to leave the premises.

It is the responsibility of the Osgood Public Library to maintain a healthy, safe and clean environment for all library users and to protect the community's investment in library collections, equipment and property. In order to fulfill this responsibility, the library may restrict a user's ability to borrow materials and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections and users.

All staff members may need to deal with problems they encounter. They may also request assistance from another staff member.

Any staff member may contact the Police Department at any time to preserve his or her own safety, the safety of library users or for assistance in enforcing library policy and preserving the library environment.

Any staff member observing serious criminal behavior, such as assault, robbery, endangerment, etc. should contact the Police Dept. immediately.

Any staff member may issue a verbal warning. If the verbal warning is ignored or the situation warrants, a staff member may evict a patron for violations of library rules or policies. Eviction will generally be from the library as a whole, not just an area, and is generally for the balance of the day. In the case of juvenile patrons, depending on age of the child and severity of the infraction, staff may contact their parents or guardians. For more serious or repeated infractions, the Director may ban a patron for a longer period of time. If necessary, the ban will be in effect until the next Library board meeting at which time the Board will determine whether to extend the ban. The length of the ban will depend on, but are not limited to the following: severity of the offense; repeated offenses; likelihood of repeating the offense; safety of patrons and staff. Appeal requests may be made in writing to the library director. Further appeals may be made in writing to the library board.

Any staff member is authorized to request identification from library users as necessary and appropriate for safety and security or when library rules have been violated.

An Incident Report form must be filled out the same day by involved staff and given to the Director. Serious incidents must also be immediately reported to the Director. If the Director is not available, a Library Board officer must be contacted and if not available, a general board member.

The Library reserves the right to inspect all bags, purses, briefcases, backpacks and overcoats for security purposes.

Listed below are examples of unacceptable behavior or situations. This list provides examples only and is not a complete listing of inappropriate behavior or situations.

1. Behavior that is harassing, menacing or intimidating in nature.
2. Indecent exposure.
3. Engaging in disorderly conduct, such as fighting, causing a nuisance, or unreasonably disturbing behavior that offends or endangers library users or staff.
4. Possession of weapons except those exempted by law. See Weapons section below.
5. Consumption of alcoholic beverages or use of illegal drugs and substances on library property.
6. Obscene, threatening or abusive language.
7. Theft of library property or property belonging to a library visitor or employee.
8. Deliberate damaging of library property or property belonging to a library visitor or employee.
9. Panhandling.
10. Not wearing a shirt or shoes.
11. Use of tobacco products and electronic smoking devices (including smokeless cigarettes).
12. Eating or drinking in the Library. Cups with lids are acceptable with the exception of in the computer area.
13. Soliciting for personal or commercial gain.
14. Unauthorized recreational activities such as, but not limited to skateboarding, rollerblading or other activities which may damage library property or threaten visitor or staff safety.
15. Inappropriate displays of affection.
16. Bringing an animal into the Library with the exception of properly identified service animals for disabled persons. Library sponsored programs featuring animals are exempt.
17. Patrons shall not utilize library property or other property that has been brought into the library by the patron or another individual in a manner that creates a safety hazard for library patrons and employees.
18. Engaging in loud behavior such as loud talking, laughing, yelling, boisterous socializing, running, throwing objects, etc.

19. Offensive personal hygiene, which includes but is not limited to body odor, bug infestation or filthy clothing, constitutes a nuisance to others and/or damages library property is prohibited. Using the restrooms for bathing or laundry is also prohibited.
20. Evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials, e.g. roaches, silverfish, some types of beetles, etc...
21. Evidence that items on loan to a patron may have been returned with insects that can result in pest infestations in library facilities, e.g. fleas, bed bugs, roaches, etc...

**Internet and Computer Use – See the Library’s Internet/Computer Use Policy.**

### **Children in the Library**

Parents/caregivers are expected to be responsible for their children’s behavior in the library. See Safe Child Policy for more information.

### **Weapons**

All individuals possessing firearms on library premises must comply with state and federal law. The Osgood Public Library System prohibits the intentional display of firearms during public meetings.