

## **SAFETY POLICIES**

Date Approved: 11/30/2017

Approved by Library Board

Date Amended: 6/13/2023

No person shall engage in inappropriate conduct on the premises of the Superior Public Library or when participating in Superior Public Library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other persons lawfully using Library premises or otherwise inconsistent with activities such as reading, studying, proper use of the library materials, and other similar conduct normally associated with a public library. Library users are required to observe the Rules governing the use of the Superior Public Library. (See Rules)

Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations.

### Support of Staff Members Actions

Library staff who has acted on their best judgment in confronting a person will be supported by their supervisor, and the Library Board.

It is the judgment of the staff member how a situation will be handled. They can handle the problem directly with the patron or if assistance is needed, telephone the police. The police should be phoned immediately if the situation is of a severe/violent situation or in case of an emergency medical situation.

### Incident Reports

Incident reports must be filed in all cases when it was necessary to call for outside help or in a situation in which there is are possible repercussions. The Director and the Library Board are to be made aware of any incident reports filled out.

All incident reports, patrons banned, and problem patrons' reports will be kept for review in case of repeat offences. A calendar will be kept with the offenses and time period a patron is banned. ( a copy of the form can be found in the back of the policies of the Superior Public Library)

## **Inappropriate Conduct- Minor Offenses**

The following shall be deemed “inappropriate” and considered to be minor offenses:

Excessive and disruptive conversations, eating or drinking in the public area of the library, unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity, violating Internet and computer policies, preventing staff from normal, reasonable, clean-up, reshelving activities (especially 10 minutes before closing), being in a state of intoxication, smoking, bringing any animal into the library (except working animals which assist the disabled).

### **Treatment of Minor Offenses**

- Verbal warning will be given for all 1<sup>st</sup> and 2<sup>nd</sup> offenses.
- Written warning that patron must sign for 3<sup>rd</sup> offense that occurs within 30 days.
- Fourth infraction or continuous repeat infractions may result in banning from the library premises for a period of 2 weeks to 6 months. ( a copy of the form can be found in the back of the policies of the Superior Public Library)

## **Inappropriate Behavior- Major Offenses**

Any persons violating the following rules will be immediately removed from the building. The patron may be banned for up to 6 months at the discretion of the Library Director, depending on the nature and the seriousness of the offense that required removal, the extent of damage or disruption caused, or any history of prior infractions of library policies and other relevant circumstances.

Stealing, defacing or damaging library property; abusive, indecent, profane or drunken conversation and/or behavior; committing any crime, misdemeanor, or violation of a municipal ordinance, not covered under Minor Offenses, on the premises of the library.

### **Banning Procedure**

After repeat or major behavior problems and it is determined that the person should be banned:

- The Director will be notified by the staff member and the incident reports will be reviewed.
- The patron and all staff will be notified in writing of the reason and length of the banning. A copy will be given to the Library Board.
- The Director may review or reconsider the decision upon written request of the patron and may shorten or terminate the banning period if information submitted by the patron warrant such modification. The Director will respond in writing and notify the individual of the appeals process.

### Repeat Offenders

In the event that a person is granted readmission and then exhibits any of the behaviors described earlier, they will be denied access with no further possibility of reinstatement. ( a copy of the form can be found in the back of the policies of the Superior Public Library)

### **Specifics to Library Rules**

#### Unattended Minors:

Children under the age 7 years must be accompanied at all times by an older responsible person. Children may be left unattended at scheduled library programs. The responsible person should plan to be at the library when the program concludes. The Superior Public Library assumes no responsibility for children left unattended on library premises.

#### Inappropriate Personal Hygiene

Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building. When the problem is corrected, patrons may re-enter the library.

#### Theft and Vandalism/Illegal Activities

The police will be called when a patron attempts to steal or destroy library and/or personal property (belonging to staff and/or patrons). It will be at the discretion of the Director whether to prosecute.

#### Emergency Situations

An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Call the police immediately if such behavior should occur.

#### Emergency Medical Situations

If the person is conscious offer help and try to get identification. Keep other people away. Call 911 and meet the rescue squad. A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.

#### Inclement Weather

In case of inclement weather, such as tornadoes staff will direct the public to the bathroom hallway. The Circulation desk will be closed. A person who wishes to stay in the main library proper cannot be forced to take shelter elsewhere. The director can close the library if the weather is such that it would be unsafe for the staff to be on streets to get home.

### Fire

In case of fire the staff needs to call 911 and make sure that everyone is out of the building. The Director, Board President needs to be notified after everyone is out of the building. For false alarm follow the directions to deactivate the alarm. (Located in fire panel)

### Bomb Threat

In case of bomb threat the staff member receiving the phone call will call 911 immediately. Then get any of the patrons and staff that are in the library out and move them across the street. Watch so that no one tries to go into the library until the police get there.

Call the Director and Library Board President and let them know what is going on.

If the threat is written do not touch the letter (to protect fingerprints) and follow the procedures for a called in threat.

