



SAFETY ISSUES AND RECOMMENDED SUSPENSION LENGTHS

Policy #: 4001A

Effective Date: May 22, 2023

I. POLICY STATEMENT

This policy is administered in conjunction with the Safe Library Use Policy, and describes examples of unsafe activities and typical outcomes for users who impact or endanger safety. This policy shall apply to all library users with the goal of keeping the library safe and welcoming for all. Library staff are authorized to apply this policy, other library policies, and applicable local, state, and federal laws and regulations to maintain safety on library premises. The library retains the right, at its discretion, to take any action necessary to ensure a safe environment. The Library Director or designee may give additional direction consistent with this policy that assists in its implementation.

II. SAFETY ISSUES AND RECOMMENDED SUSPENSION LENGTHS

| Category A: Library-Specific Safety Issues |
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| <p>Users who are unwilling or unable to follow these guidelines must leave library premises immediately and shall not return until they can do so; willful and/or repeated actions may be treated as a higher category safety concern with a defined length of suspension.</p> <ul style="list-style-type: none">• Not wearing clothing covering the upper and lower body; not wearing footwear on library premises.• Soliciting money, donations, or signatures, and/or selling any items without express Library permission.• Emitting strong, pervasive odors that unreasonably interfere with users or staff use of library premises.• Using the restroom in a way that causes a safety/slipping hazard, monopolizes the facilities and/or wastes resources; loitering in the restroom.• Exhibiting signs of being under the influence of alcohol or controlled substances to the extent that the user is unable to exercise care for safety.• Making any loud or unreasonable noise or other disturbance, including disruptive use of personal communications or entertainment devices.• Eating inside the building; using an uncovered beverage container inside the building. |

- Sleeping; lying on the floor or furniture.
- Overnight camping on library premises.
- Blocking aisles, walkways, doorways, ramps, emergency exits, or book drops.
- Bringing large personal items into the building that cannot be consolidated to remain under a user's personal control and fit within reasonable space, such as under a table; unattended items may be subject to immediate confiscation.
- Bringing an animal into the building that does not qualify as a service animal under the ADA; leaving an animal unattended on library premises.
- Smoking or using tobacco products, including e-cigarettes, inside a library building or within 20' of main entrances, exits or operable windows.
- Bringing knives with blades 4" or longer or fixed-blade knives of any kind onto library premises. (Knives with blades less than 4" are permitted if stowed away.)
- Adults using spaces/equipment or attending programs designated for minors without being accompanied by a minor and/or without express staff permission (Adults may access/use collection resources intended for minors.)
- Failure to follow library policies or staff instructions.

| Category B: Basic Safety Issues | Recommended Suspension: 1 Week |
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| <ul style="list-style-type: none"> • Rude or abusive language/gestures directed at library users or staff. • Use of alcohol or controlled substances on library premises. • Gambling. • Intentionally disruptive activities, such as shouting or throwing objects. • Refusal to follow a library-specific guideline or leave library premises when instructed to do so. • Willful, repeated Category A activities or failure to follow library policy. | |

| Category C: Moderate Safety Issues | Recommended Suspension: 1 Month |
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| <ul style="list-style-type: none"> • Verbally harassing library users or staff. • Negligent damage to library premises, or the property of staff or library users. • Trespassing on library premises when under suspension for a Category B activity. • Escalating problem behavior and/or notice of two or more Category B activities. | |

| Category D: Serious Safety Issues | Recommended Suspension: 6 Months |
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| <ul style="list-style-type: none"> • Serious vandalism of library property, or the property of staff or library users. • Physically harassing, including stalking, staring at, lurking, or intentionally exposing others to obscene content. • Theft of library, staff, or other users' property. • Trespassing on library premises when under suspension for a Category C activity. • Escalating problem behavior and/or notice of two or more Category C activities. | |

| Category E: Very Serious Safety Issues | Recommended Suspension: 1 Year |
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| <ul style="list-style-type: none"> • Physical altercations, such as assault and fighting. • Threats and verbal assault, including a verbal or written threat of immediate harm and using offensive language intended to provoke physical violence. • Sexual misconduct of any kind including indecent exposure, sexual contact, and sexual intercourse, or exhibiting lewd or lascivious acts. • Brandishing any item as a weapon, including carrying, exhibiting, or drawing any weapon in a manner that demonstrates an intent to intimidate another or that warrants alarm for the safety of others. • Selling controlled substances or alcohol. • Any other behavior that constitutes a felony. • Willfully trespassing in nonpublic areas, or being in the library outside of operating hours, without the permission of staff. • Trespassing on library premises when under suspension for a Category D activity. • Escalating problem behavior and/or notice of two or more Category D activities. | |

III. REVISION HISTORY:

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Significant Changes:

- Separation from Policy #4001
- Updated language to clarify safety issues and recommended suspension periods
- Review with Racial Equity Lens and trauma-informed perspectives
- Review for compliance with applicable laws

Previous Policies: “Standards of Behavior,” *last revised May 13, 2014*

Approved by: Library Commission