

Public Safety Policy

The Kittanning Public Library Board wants the library to be a place where the staff and the public feel and are safe and secure. A public library is a place for activities such as individual reading, research, and study; thus an individual's behavior in the library should be consistent with normal library usage.

The Library Board authorizes the staff to prepare guidelines for behavior within the library and to enforce the guidelines. The guidelines will include the possibility of temporary or permanent removal of library users who are disruptive or dangerous. Additionally, the Library Board authorizes the staff to put into place procedures to protect library patrons such as children or others unable to care for themselves. If a library user wants to appeal a staff decision, the Library Board will hear such appeals.

Library staff members should not hesitate to call for police assistance if they feel there is an imminent danger to patrons, staff, or facilities. Preventive measures such as up-to-date fire systems and emergency training are also important components of the library's safe library procedures and are authorized by the Library Board.

Under Library Rules & Guidelines the items below are prohibited:

- Harassing or threatening behavior, whether to staff or other members of the public
- Eating or drinking in the stacks and computer areas of the library
- Use of any tobacco products
- Use of alcohol or illegal drugs anywhere on library property
- Inadequate attire (for instance, shoes and shirts are required)
- Loud or disruptive behavior (including inappropriate language)
- Damaging or destroying, or unlawfully removing library materials or property
- Use of any sports equipment (skateboards, roller-blades, etc.) within the library
- Rolling on heelines within the library
- Weapons or explosive of any kind anywhere on library property except those worn by uniformed officials
- Improper acts that are subject to prosecution under criminal or civil codes of law
- Other acts deemed inappropriate or unsafe by the library director

Additionally, patrons should be aware of the following:

- Library users are responsible for compliance with copyright law
- Those who violate the computer and Internet use policies of this library will be subject to a 7-day suspension of computer privileges

If the offense is serious or frequent, the Library will enforce its rules by asking the individual(s) to leave the library, by declaring that the individual(s) may not trespass on library property, or if there is an immediate threat, by calling the police.

Approved by Board of Trustees June 15, 2009

Kittanning Public Library
Incident Report Form

Date: _____ Time: _____

Person Reporting Incident: _____

Library Staff on duty at the time of the incident: _____

Incident Type (circle one):

Theft Illness/Injury Assault Vandalism Problem Patron

Other (Explain): _____

Brief Description of Incident: _____

Follow-up Actions: _____

Library Director Signature: _____