



SAFETY AND SECURITY POLICY

A. Library Responsibility

1. The Marion County Library will maintain a safe and secure environment for library employees and public
2. The library will monitor public behavior using staff and security equipment.
3. Enforcement of this policy is the responsibility of each employee.

B. Behavior and Responses

1. Any employee observing dangerous behavior, including but not limited to, assault, child endangerment, fighting, aggressive display of a weapon, shall immediately contact the Sheriff's Office and notify the director.
2. Any employee observing behavior that could escalate to dangerous, including, but not limited to, alcohol or drug intoxication, threats, vandalism, exhibiting weapons, use of loud profanities, obscenities or obscene gestures, shall ask the individual to leave the premises.
 - a. While not dangerous *per se*, any employee observing exhibitionism or the display of child pornography shall ask the individual to leave the premises and thereafter report the incident to the Sheriff's Office.
 - b. If the individual refuses to leave, the employee should contact the Sheriff's Office and notify the director.
 - c. Establishing the identity of the individual is crucial but may not be possible without law enforcement's presence. However, the employee should ask for the individual's name and carefully observe the mode by which the individual leaves the premises, noting the license plate of the any vehicle used by the individual.
3. Other inappropriate or annoying behavior that does not endanger the staff, public or facility should be addressed as provided in the Patron Responsibilities and Conduct Policy.

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4. The director should ensure that any video record of any dangerous, potentially dangerous, inappropriate or annoying event is saved and that the verbal interaction is documented.
 - a. If the event included child pornography observed on one of the public computers, the computer used should be immediately quarantined until appropriate steps are taken to ensure the library's software filter for such sites is updated.

C. Consequences

1. An individual, who was escorted from the premises by law enforcement or was asked to leave by an employee, may be banned by the director from returning to the library.
 - a. The ban can be for a stated period of time not to exceed thirty (30) days, or indefinitely pending the occurrence of some specified event.
 - b. The director can permanently ban such a person after consultation with the board during the initial thirty day ban.
2. A person banned from the library permanently, for a stated period of time or indefinitely pending the occurrence of some specified event may appeal to the library board in writing, within five (5) days of the ban being imposed. The decision of the board is final.

Adopted by the Marion County Library Board
May 04, 2017

A handwritten signature in blue ink that reads "Judith R. Bearden".

Judith R. Bearden, Chair

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