

DEPARTMENTAL POLICY

To: ALL LIBRARY STAFF

From: JENNIFER SALAS,
LIBRARY DIRECTOR

Subject: PATRON RESPONSIBILITY/INAPPROPRIATE BEHAVIOR

Effective Date: June 19, 2024

Prepared by: RICHARD REILLY

PURPOSE

The purpose of this policy is to help staff respond to disruptive or unsafe behavior in libraries.

POLICY

It is the policy of the Martin County Library System to have all persons occupying library facilities or grounds to conduct themselves in a manner that is safe, lawful, and conducive to the equitable sharing of library resources. All staff members will receive coaching and briefing by police and other professionals as needed.

AUTHORITY

Library Board of Trustees

PROCEDURE

1. The sign entitled "Code of Conduct" will be posted at the front entrance of each library location:

A function of this library is to assure all patrons the ability to peacefully and orderly receive the information contained in this library. No person may intentionally disrupt or interfere with the administration or function of the library or with the rights and ability of other patrons to receive the information contained herein. Violations of this rule may result in expulsion from the library.

2. A Patron Responsibilities and Staff Guidelines document, which describes the types of disruptive or unsafe behaviors that occur in libraries, along with the appropriate staff responses, is maintained, available to the public, and provided to all staff.


3. As each incident occurs, the Library Incident Report must be completed within 24 hours.

Related documents:

Patron Responsibilities and Staff Guidelines

Library Incident Report

APPROVED BY: _____


Jennifer Salas, Library Director

DATE: 6/19/24

APPROVED BY: _____


Janelle, Koren, Chair, Library Board of Trustees

DATE: 6/19/24

Suppression History:

08/15/2002

02/15/2006

02/17/2014