

**Oregon State Library  
Policy**

**Library Security**

Approved by: <i>MaryKay Dahlgreen</i>	Date: <i>10/28/15</i>
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**Policy Statement:** This policy provides guidance to State Library staff in maintaining building security and appropriate public use of the State Library. This policy supersedes Reference Room Standards for Behavior.

**Applicability:** All State Library employees, volunteers, and patrons.

**Attachments:** None.

**Definitions:** Patron: any person using the premises or services of the State Library for any reason.

**Policy:**

It is the responsibility of the State Library to maintain a secure, safe, and pleasant environment for our patrons and staff. Everyone is expected to observe the rights of patrons and staff members and to use the library for its intended purposes as a State Library and a public building.

**Building Security:**

All State Library employees will wear their state ID badges while in the State Library building. All volunteers, students, and unescorted visitors to non-public areas of the Library will wear an agency-issued badge. It is the responsibility of everyone who is issued an ID badge to retain possession of it. Lost badges should be reported promptly to the business manager.

Library users are required to leave the building at closing; during emergency situations, drills, and evacuations; and whenever requested to leave by library staff or emergency personnel.

Backpacks, briefcases, etc. should be placed under tables and out of the aisles or walking space. Unattended packages of any type will be reported to Library Operations. The Library is not responsible for lost or stolen property.

**Disruptive Behavior:**

On the premises of the Oregon State Library, violation of any federal or state statute or local ordinance will be regarded as a violation of this policy. In cases in which a patron poses a clear danger to him/herself or others, violates the law, or repeatedly violates the library's rules and policies, the State Police will be called in to handle the situation.

The following behaviors or actions are not allowed in the library:

(1) Any behavior or action which endangers the safety or health of others, or which violates any local, state or federal law, including but not limited to:

- Using, giving away, selling, or being under the influence of any controlled substance or intoxicating substance
- Committing or attempting to commit a theft
- Committing, attempting, or threatening to commit an assault
- Engaging in unlawful sexual conduct, such as indecent exposure or offensive touching
- Destroying, damaging, or defacing library property
- Use of abusive or threatening language to other patrons or staff
- Possessing a weapon, except as allowed by state law

Whenever there is reasonable cause to believe that an individual has committed any of the acts listed under (1), the State Police will be contacted.

(2) Any behavior that interferes with others' appropriate use of the library, or with the ability of staff to perform their job duties, including but not limited to:

- Loud talking (including loud conversations on cell phones) or laughing or playing audio equipment at a volume which disturbs or could disturb others using or working in the library
- Smoking anywhere in the building
- Entering the library shirtless or with bare feet
- Using skateboards, rollerblades, roller skates, or other sports equipment in the library
- Bringing animals, other than assistance animals, into the library
- Leaving children 12 years old and younger unattended or unsupervised
- Begging, soliciting, selling, petitioning, distributing written materials
- Entering the closed book stacks, except as authorized by staff
- Unwanted contact or inappropriate behavior
- Removing State Library materials, equipment, or property from study areas without proper checkout or authorization
- Using restrooms to bathe, shave, or change clothes where it unreasonably interferes with other patrons' use or staff use of the restroom
- Irresponsible or uncontrollable health-related behaviors, including (but not limited to) coughing and sneezing without covering one's nose and mouth. Used tissues should be disposed of in trash receptacles
- Disrespecting the privacy and work space of other patrons
- Using library areas for sleeping or as living quarters
- Creating or emanating an odor that can be detected by a reasonable person, from six (6) feet away or constitutes a public nuisance for others
- Consuming food or drink that creates a nuisance or disrupts library use. Drinks should be kept covered at all times
- Violation of posted rules and policies of the Oregon State Library

Individuals who violate the prohibitions listed under (2) will be asked to stop such actions or behaviors by library staff. If the behavior continues, they may be directed by State Library managers or State Police to leave the library.

Permission to enter the premises may be denied for a specified period of time, by State Library managers, the State Librarian or State Police. If, in the judgment of the State Librarian, the person constitutes a threat to the safe operation and use of the library, the person may be permanently excluded.