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# Library Board

## Monday, January 27, 2020

### Regular Meeting

## Item F3

### Discussion of Proposed Policy Additions and Referral to Finance and Policy Committee

*Librarians Celine and Shaun have been working on drafts of three policies based on staff experiences and research into other libraries' policies dealing with personal belongings, study rooms, and health and safety. I have reviewed with some changes to the point that I can provide a brief overview at the board meeting and recommend referral to committee and City Legal review. Once the final drafts are completed, the committee will bring each policy out to the entire board for approval.*

Staff Contact:

# Grand Island Public Library Personal Belongings Policy

Grand Island Public Library (GIPL) welcomes every member of our community to use the Library's facilities, collections, programs, and services. The Personal Belongings Policy ensures that a safe and welcoming environment is provided for all patrons.

The Policy applies to the entire Library grounds, including the building, adjacent walkways, parking lot and landscaped areas.

The Library is not responsible for lost or stolen personal items. If a patron feels that something has been stolen from them at the Library, they will need to contact the Grand Island Police Department (GIPD) at 308-385-5400.

Library users are expected to:

- ✓ Keep personal belongings with them at all times.
- ✓ Keep access to resources available to all users.
- ✓ Keep walkways, entrances, aisles, and emergency exits clear of electrical cords/cables, backpacks, and other personal property for everyone's safety.
- ✓ Keep bicycles secured at the designated bike rack.
- ✓ Carry skates, skateboards, or collapsible scooters.

Library users may not:

- ✓ Place belongings on or in front of Library resources in a way that restricts access to furniture, shelving, computers, or other library resources
- ✓ Unpack personal belongings that are not necessary for Library use.
- ✓ Bring belongings in the building that require more than a single trip.
- ✓ Hide or store belongings in the building or on the grounds.
- ✓ Bring bicycles, unicycles, tricycles, grocery shopping carts, trashcans, uncontained bedding, or other large wheeled conveyances into the Library building. [*Wheelchairs and strollers are permitted if they are being used for the transport of an adult or child and are stored in a safe manner.*]
- ✓ Leave bicycles, unicycles, tricycles, grocery shopping carts or other large wheeled conveyance leaning against the building, laying on the lawn, on the sidewalks, or secured to outside signs, landscaping, or light posts.

A. The Personal Belongings Policy applies to all patrons. Parents, guardians, or designated care givers are responsible for children's personal safety and their belongings.

B. Library staff will intervene to ensure that personal belongings comply with access and safety measures. Failure to comply will result in the progressive code of conduct process that begins with a verbal warning.

- ✓ Any patron who is under Bed Bug suspension may not bring any personal property into the Library building until they have submitted a notice from a professional exterminator stating that their place of residence has been treated for bed bugs.

C. Any item may be disallowed if staff determines it is a potential health or safety risk for staff or other visitors.

#### D. Lost and Found Procedures:

GIPL and its employees are not responsible for the security of personal items brought into any Library facility. Patrons are expected to maintain their belongings and keep them within their sight. This includes valuables such as wallets, purses, cell phones, and laptops.

##### **Property Found Inside Library Facilities:**

All found property will be stored by Library staff at the circulation desk in lost-and-found. A reasonable attempt will be made to return lost property to the proper owner. After a specified time, all items will be donated, destroyed, or turned over to Grand Island Police Department (GIPD).

- ✓ High value items, such as wallets, cell phones, and legal documents, will be logged and kept in a locked cabinet. A supervisor will try to return these items to patrons. If the patron cannot be contacted within 10 days, these items may then be turned over to the Grand Island Police Department (GIPD).
- ✓ Other items will be held for 10 days at the Circulation Desk and then subject to disposal at the discretion of Library staff.
- ✓ Items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately at the discretion of Library staff.

##### **Property Left Unattended Outside of Library Facilities:**

In order to maintain the safety of patrons and staff, clean and attractive Library grounds, and unobstructed access to Library entrances, GIPL does not allow individuals to leave personal items on Library grounds, with the exception of bicycles left in the provided bicycle racks while patrons or staff are inside the facility.

- ✓ Items left on Library grounds are subject to disposal by Library staff.
- ✓ Items found on Library grounds will be stored for 48 hours from time of pickup, and then subject to disposal, or immediately turned over to the Grand Island Police Department.
- ✓ Library staff will not typically open backpacks and other similar items left outside in an attempt to determine ownership or whether valuables are contained therein.
- ✓ Items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately.
- ✓ Persons who have questions about items left outside of Library facilities should contact the Library staff, who will inform them if the items are currently in the Library's possession.

## **Grand Island Public Library Study Room Policy**

The Grand Island Public Library study rooms are a semi-private space designed to provide a quiet area of study for individual or small groups. The fundamental purpose of these study rooms is to provide a suitable environment for research, individual study, group study and collaboration, and tutoring. Individuals using Library Study Rooms must also adhere to the Library's Code of Conduct.

The rooms are available on a first-come, first-served basis. Study rooms cannot be reserved. All study rooms must be vacated 10 minutes prior to Library closing time.

Study room use is limited to those in high school and above unless accompanied by an adult. The teen study room is limited to ages 12-18.

Inappropriate study room use includes, but is not limited to:

- ✓ Social gatherings
- ✓ Recreational use
- ✓ Gaming
- ✓ Sleeping
- ✓ Temporary storage of personal belongings
- ✓ Craft projects using glitter, paint, etc.

The Library is not responsible for personal items left in study rooms. Items left in an unoccupied room longer than 5 minutes will be considered abandoned and staff may remove any items from the room.

The Library cannot ensure privacy in the Study Rooms. Use of the Study Rooms for activities which require privacy is not recommended, including confidential interviews, depositions and other legal proceedings. Please be aware that rooms are not soundproof and noise will carry.

Study room users must maintain a moderate noise level.

Covered drinks are allowed in the study rooms. No food is allowed in the study rooms.

Library furniture cannot be moved into or out of the study rooms. The study room must be left in the condition it was found.

Doors may not be blocked; windows in study rooms may not be covered at any time.

Library staff reserves the right to deny study room use to any individual or group violating the posted rules for use and/or any Grand Island Public Library policies. Enforcement and appeals will be done in accordance with the Library's Code of Conduct.

# Grand Island Public Library Health and Safety Policy

## Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Grand Island Public Library to maintain a healthy and clean environment for all Library users and to protect the City's investment in Library collections, equipment, and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit the Library when such use may jeopardize the health and cleanliness of Library facilities, collections, or users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. bed bugs, roaches, silverfish, and some types of beetles

Examples of situations where access to Library facilities may be suspended include, but are not limited to:

- Customers or customer possessions with fleas, lice, roaches, or bed bugs
- Customers with clothing that is stained with vomit, urine, or feces

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities, or other users, notification of the suspension will be made by assigned Library staff. Appeals will be done in accordance with the Library's Code of Conduct.

## Patron Protocol

Library patrons must cease to borrow materials from Library if they are experiencing a bed bug infestation in their residence.

In the event that a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in Library materials, the patron must immediately do the following:

- If the materials are inside of the Library: Bring the materials to a staff member and inform the staff member of the problem.

- If the materials are outside of the Library and in the possession of the patron: Place the materials into a sealable plastic bag. Return the sealed materials directly to a staff member and inform the staff member of the problem. Patrons must not use book drops to return materials suspected or with evidence of bed bugs.
- Patrons will be held responsible for any damages sustained to Library materials due to infestation. The Library will not circulate materials that have evidence of infestation that cannot be completely eradicated from the item(s). Items that are too damaged with infestation evidence to circulate will be discarded.
- Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs.
- Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.

#### Health and Safety Service Suspensions

Customers who have had Library privileges suspended under Suspension of Privileges for Health and Safety Reasons may request reinstatement upon the ability to demonstrate that the situation that resulted in loss of privileges has been resolved. This includes paying for any damaged materials in full.

For reinstatement requests relating to suspensions due to pest infestation, decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been professionally treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.