

Section: Administration

Subject: Library Security Policy

Effective Date: August 11, 1993 (Rev. 6/18/97) (Rev. 6/21/00) (Rev. 7/19/00)
(Rev 09/21/05) (Rev. 02/15/06) (Rev. 06/20/07) (Rev 5/20/15) (Rev 11/18/15)

Summary: This policy determines the security rules and behavior policies for the library.

Policy: It is the intent of the library that a positive atmosphere for use of the library be maintained. The library employs security guards for the safety of patrons and staff during evening library hours. The security guards and staff will enforce standards of acceptable behavior on library property. The security guards and library staff will apply all local ordinances and state laws which govern behavior in public places. (see Olathe Public Offense Code 9.01-9.48). Specific rules regarding behavior include:

Serious Offenses

No customer will engage in any conduct that violates federal/state law or local ordinances or that creates a safety threat to others, including, but not limited to the following:

1. Physical, sexual or verbal harassment of other library customers or of library staff members is prohibited.
2. Removing or attempting to remove library materials, equipment or property without proper checkout or other official library authorization is prohibited.
3. Mutilating, defacing or otherwise damaging library materials or property by marking, underlining, highlighting, removing pages or portions of pages, removing binding or removing electronic theft devices is prohibited.
4. Vandalizing or defacing the library, furniture or equipment is prohibited.
5. Maliciously accessing, altering, deleting, damaging or destroying any library computer system, network computer program or data is prohibited.
6. Bringing explosive or dangerous biological or chemical agent into the library is prohibited.
7. No weapons allowed in the library unless authorized by law. Bringing guns, knives or other weapons into the library other than as allowed by local ordinance or state law is prohibited.
8. Illegal use of controlled substances and possession of controlled substances, paraphernalia or simulated controlled substances in the library is prohibited.
9. Consumption of alcoholic beverages on library property is prohibited.



10. Smoking or use of tobacco products, including electronic cigarettes (as defined in Administrative Policy Manual 10-000-01) in the library or on library property is prohibited.
11. Urinating, defecating, or exposing of genitals, in the public portion of the library is prohibited.
12. Engaging in disruptive or disorderly behavior in the library is prohibited.
13. Being in unauthorized areas of the library, remaining in the library after closing or when requested to leave during emergency situations or evacuation exercises is prohibited.

When a customer is observed engaging in illegal conduct, the Olathe Police Department will be contacted. In addition the customer will be banned indefinitely, pending the outcome of any formal charges.

Unacceptable Behavior:

The following behavior is prohibited in the library because it disrupts the proper functioning of the library:

1. Remaining in the library after closing time.
2. Playing audio equipment in the library at a volume where others can hear it.
3. Drinking beverages from unapproved containers. Customers must use drink containers with lids; spill-proof containers with twist-off or other secure lids are preferred. . A customer is financially responsible for damage from a beverage, which occurs to library materials or property, including, but not limited to computers, books, or furniture.
4. Animals or vehicles in the library, except as required by persons with special needs.
5. Failing to wear a shirt or shoes in the library.
6. Misusing the restrooms in the library (including, but not limited to the use of the restrooms for changing clothes, or bathing).
7. Interfering with, obstructing or blocking passage on library property.
8. Parking wheeled vehicles in unauthorized areas outside or inside the library.
9. Using skateboards or inline skates inside the library or in unauthorized areas on library property.

Subject: Library Security Policy (page 2)

10. A customer will not use the library or the library property for storage of personal belongings. (If a customer leaves personal belonging unattended in the library, staff may remove and discard those items.) The library is not responsible for a customers' lost or stolen property.
11. Loud talking in the library. . Quiet usage of the library is encouraged.
12. Causing a disturbance or engaging in any behavior which interferes with other customer's use of the library.
13. Using library computer workstations in an unacceptable manner, as defined herein. (see Administrative Policy Manual #30-014-01)
 - Customers accessing or exhibiting obscene material on library computer workstations.
 - Customers accessing or displaying obscene material where the recipient of the obscene material is a child under the age of eighteen.
 - Customers using library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates in any manner any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender, the child or another.

Violation of Guidelines:

If a library customer violates any of these guidelines or behaves in such a way as to make library use difficult for others, he/she may be asked to leave library property. Further abuse may lead to loss of library privileges and/or criminal prosecution. The security guard, person-in-charge, or designated library staff will call the Olathe Police Department if a disturbance occurs.



**Unattended
Children Under 8:**

Parents are responsible for the behavior of their children in the library. Children under eight (8) years of age should never be left alone in one area of the library while a parent or accompanying adult is using another area.

If a child has been left at the library without supervision, the following steps will occur:

1. Staff will attempt to contact the child's family to pick them up.
2. If staff is unable to contact the family, the Olathe Police Department will be contacted for assistance in locating the abandoned child's family and caring for the child.

**Unattended
Children Over 8:**

Children over eight (8) years of age, unaccompanied by a parent/adult, who behave in a disruptive manner will be warned and if the behavior continues, asked to leave the library. If the child needs a ride home, library staff will assist the child in contacting a parent or guardian to pick them up.

**Youth Left At
Closing:**

If a child under sixteen (16) years of age is not picked up by 30 minutes after the library closes, and attempts to contact a parent or guardian are unsuccessful, the person-in-charge will contact the Olathe Police Department to report an abandoned child.