Section: Administration

Subject: Library Security Policy

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(Rev 09/21/05) (Rev. 02/15/06) (Rev. 06/20/07) (Rev 5/20/15) (Rev 11/17/15) (Rev 11/14/18)
(Revised 01/16/19)(Revised 02/20/19)

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 customers and staff. The security guards and staff will enforce standards of acceptable behavior on library property. All local ordinances and federal/state laws are applicable and will be enforced at the library. Specific rules regarding behavior include:

Serious Offenses
No customer will engage in behavior 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 library customers or library staff is prohibited.
2. Removing or attempting to remove library materials, equipment or property without checkout or official library authorization is prohibited.
3. Mutilating, defacing or damaging library materials or property, including, but not limited to 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 devices or any dangerous biological chemical agent into the library is prohibited.
7. Possessing weapons in the library, unless authorized by law.
8. Possessing, consuming or being under the influence of illegal drugs or alcohol or possessing drug paraphernalia in the library is prohibited.
9. Smoking or use of tobacco products, including electronic cigarettes (as defined in Administrative Policy Manual 10-004-02) on library grounds is prohibited, except for the designated smoking area.
10. Urinating, defecating, or exposing of genitals, in the library is prohibited.

11. Engaging in disruptive or disorderly behavior in the library is prohibited.

12. 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.

13. Interfering with, obstructing or blocking passageways, including, but not limited to aisles or exits on library property.

If a customer is observed engaging in illegal behavior, the Olathe Police Department will be contacted. The library will restrict the customer’s privileges, pending the outcome of criminal charges.

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

1. Eating food in the library, except for library facilitated programs and events.

2. 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. Failing to wear a shirt or shoes in the library.

5. Misusing the restrooms in the library (including, but not limited to the use of the restrooms for changing clothes, shaving or bathing).

6. Parking wheeled vehicles inside the library or in unauthorized areas on the library property.

7. Using skateboards or inline skates inside the library or in unauthorized areas on library property.
8. Using the library or the library property for storage of personal belongings. Personal belongings must not take up excessive space, impede access to services and materials or present a safety hazard. Prohibited personal belongings include, but are not limited to suitcases, duffle bags, large backpacks, bedrolls, blankets and plastic garbage bags. The library is not responsible for customers’ lost or stolen property.

9. Causing a disturbance or engaging in any behavior which interferes with other customers’ use of the library. Prohibited behavior includes, but is not limited to sleeping, bodily hygiene which constitutes a nuisance to other customers, talking loudly, using profanity or having personal device volume at a level which disturbs customers.

10. 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. Obscene material is defined in the Olathe Municipal Code at 9.13.010.C.
   - 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 behavior 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 thirty (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.