



## SAFETY ISSUES AND RECOMMENDED SUSPENSION LENGTHS

**Policy #:** 4001A

**Effective Date:** 3/4/2026

### I. POLICY STATEMENT.

The purpose of this policy is to be administered in conjunction with the Safe Library Use Policy. It describes examples of unsafe activities and typical outcomes for users who impact or endanger safety. This policy shall apply to all library users with the goal of keeping the library safe and welcoming for all. Library staff are authorized to apply this policy, other library policies, and applicable local, state, and federal laws and regulations to maintain safety on library premises. The library retains the right, at its discretion, to take any action necessary to ensure a safe environment. The Library Director or designee may give additional direction consistent with this policy that assists in its implementation.

### II. DEFINITIONS.

See "Safe Library Use Policy."

### III. POLICY.

#### A. Scope.

See "Safe Library Use Policy."

#### B. Policy Standards.

##### i. Safety Issues and Recommended Suspension Lengths.

<b>Category A: Library-Specific Safety Issues</b>
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Users who are unwilling or unable to follow these guidelines must leave library premises immediately and shall not return until they can do so; willful and/or repeated actions may be treated as a higher category safety concern with a defined length of suspension.
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| <ul style="list-style-type: none"><li>• Not wearing clothing covering the upper and lower body; not wearing footwear on library premises.</li><li>• Soliciting money, donations, or signatures, and/or selling any items without express Library permission.</li><li>• Emitting strong, pervasive odors that unreasonably interfere with users or staff use of library premises.</li><li>• Using the restroom in a way that causes a safety/slipping hazard, monopolizes the facilities and/or wastes resources; loitering in the restroom.</li><li>• Exhibiting signs of being under the influence of alcohol or controlled substances to the extent that the user is unable to exercise care for safety.</li></ul> |
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- Making any loud or unreasonable noise or other disturbance, including disruptive use of personal communications or entertainment devices.
- Eating inside the building; using an uncovered beverage container inside the building.
- Sleeping; lying on the floor or furniture.
- Overnight camping on library premises.
- Blocking aisles, walkways, doorways, ramps, emergency exits, or book drops.
- Bringing large personal items into the building that cannot be consolidated to remain under a user's personal control and fit within reasonable space, such as under a table; unattended items may be subject to immediate confiscation.
- Bringing an animal into the building that does not qualify as a service animal under the ADA; leaving an animal unattended on library premises.
- Smoking or using tobacco products, including e-cigarettes, within 20' of main entrances, exits or operable windows.
- Bringing knives with blades 4" or longer or fixed-blade knives of any kind onto library premises. (Knives with blades less than 4" are permitted if stowed away.)
- Adults using spaces/equipment or attending programs designated for minors without being accompanied by a minor and/or without express staff permission (Adults may access/use collection resources intended for minors.)
- Failure to follow library policies or staff instructions.

<b>Category B: Basic Safety Issues</b>	<b>Recommended Suspension: 1 Week</b>
<ul style="list-style-type: none"> <li>• Abusive language/gestures directed at library users or staff.</li> <li>• Use of alcohol or controlled substances on library premises.</li> <li>• Smoking or using tobacco products, including e-cigarettes, inside a library building.</li> <li>• Gambling.</li> <li>• Intentionally disruptive activities, such as shouting or throwing objects.</li> <li>• Refusal to follow a library-specific guideline or leave library premises when instructed to do so.</li> <li>• Escalating, repeated or patterned Category A activities or failure to follow library policy.</li> </ul>	

<b>Category C: Moderate Safety Issues</b>	<b>Recommended Suspension: 1 Month</b>
<ul style="list-style-type: none"> <li>• Verbally harassing library users or staff.</li> <li>• Negligent damage to library premises, or the property of staff or library users.</li> <li>• Trespassing on library premises when under suspension for a Category B activity.</li> <li>• Escalating, repeated or patterned problem behavior and/or notice of two or more Category B activities.</li> </ul>	

<b>Category D: Serious Safety Issues</b>	<b>Recommended Suspension: 6 Months</b>
<ul style="list-style-type: none"> <li>• Serious vandalism of library property, or the property of staff or library users.</li> <li>• Aggressive language and/or behavior that may result in intimidation to library users or staff, such as punching or kicking objects or furniture, standing in a way that intentionally crowds another person, knocking items onto the floor, or making non-specific threatening remarks.</li> <li>• Physically harassing, including stalking, staring at, lurking, or intentionally exposing others to obscene content.</li> </ul>	

- Theft of library, staff, or other users' property.
- Trespassing on library premises when under suspension for a Category C activity.
- Escalating, repeated, or patterned problem behavior and/or notice of two or more Category C activities.

<b>Category E: Very Serious Safety Issues</b>	<b>Recommended Suspension: 1 Year</b>
<ul style="list-style-type: none"> <li>• Physical attack on staff or library users without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.</li> <li>• The threat or use of physical force against staff or library users that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the person sustains an injury.</li> <li>• The threat or use of a firearm or other dangerous weapon towards staff or library users, including the use of common objects as weapons, regardless of whether the person sustains an injury.</li> <li>• Brandishing any item as a weapon, including carrying, exhibiting, or drawing any weapon in a manner that demonstrates an intent to intimidate another or that warrants alarm for the safety of others.</li> <li>• Attack on staff, library users, and/or other animals by the user's animal.</li> <li>• Throwing an item(s) towards staff or library users with the intent to harm, regardless of whether the person sustains an injury.</li> <li>• Threats of violence to staff or library users, including any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.</li> <li>• Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.</li> <li>• Use of fighting words of a derogatory and offensive nature towards staff or library users to the point that the recipient reasonably feels provoked into an immediate violent reaction.</li> <li>• Sexual misconduct of any kind including indecent exposure, sexual contact, and sexual intercourse, or exhibiting lewd or lascivious acts.</li> <li>• Selling controlled substances or alcohol.</li> <li>• Any other behavior that constitutes a felony.</li> <li>• Willfully trespassing in nonpublic areas, or being in the library outside of operating hours, without the permission of staff.</li> <li>• Trespassing on library premises when under suspension for a Category D activity.</li> <li>• Escalating, repeated or patterned problem behavior and/or notice of two or more Category D activities.</li> </ul>	

**C. Administrative Procedures.**

See "Safe Library Use Policy."

#### **D. Library Director Authority.**

The Library Director, or designee, is expressly authorized to make minor amendments to this Policy, including, but not limited to, imposing additional policies or procedures that are deemed necessary for the efficient and safe functioning of the Library, so long as in line with the purpose of this Policy.

#### **IV. APPLICABLE LAW AND REGULATIONS.**

See "Safe Library Use Policy."

#### **V. REVISION HISTORY:**

**Policy #:** 4001A

**Effective Date:** March 4, 2026

**Significant Changes:** Update policy format; update to align with Workplace Violence Prevention Policy.

**Policy #:** 4001A

**Effective Date:** May 22, 2023

**Significant Changes:** Separation from Policy #4001; updated language to clarify safety issues and recommended suspension periods; review with Racial Equity Lens and trauma-informed perspectives; review for compliance with applicable laws.