

Jefferson County Public Library Library Disturbance Policy

Policy Statement

To enrich the informational, educational and recreational quality of life for all people in Jefferson County, the Library will provide its users an atmosphere and environment conducive to the highest and most efficient use of the facilities and grounds.

In an effort to provide a comfortable environment for all users, Jefferson County Public Library (JCPL) employees shall take such action as appropriate to ensure that individuals or groups who appear to be creating a disturbance do not interrupt the enjoyment and use of the Library by others.

The County Librarian may temporarily or permanently ban a patron from a specific Jefferson County Public Library or the entire Library system. Appeals for reinstatement will be made directly to the Deputy County Librarian who shall have final decision in all such matters.

1. The Senior Management Team shall create and make available a Code of Conduct for all library users to follow.
2. The Deputy County Librarian shall be responsible for ensuring that the Code of Conduct and the Disturbance policy are implemented in all JCPL libraries.
3. All JCPL employees shall notify the Person-In-Charge (PIC) of any individual or group who appears to be creating a disturbance.
4. The PIC will advise any person who appears to be creating a disturbance of the applicable rules.
5. The PIC may ask the person to refrain from certain behavior, to leave the Library for the remainder of the day, or notify local law enforcement when individuals or groups causing a disturbance do not heed, or follow the requests or instructions of the Library staff.
6. The PIC may suspend the Library use privileges for the day for any patrons creating a disturbance.
7. JCPL employees, shall in the absence of the Person-In-Charge or when immediate resolution is required, follow the same actions specified for PIC's.
8. JCPL employees shall follow the recommendations of local law enforcement officials.
9. Library managers may recommend through the Deputy County Librarian that a user be banned from their location or the system for longer than one day. Once approved by the Deputy County Librarian, a letter is written by the library manager and given to the offender. Copies are kept at the library and in the Deputy County Librarian's Office.