

1003 - Unauthorized Persons at a Non-Public Areas

Date Policy Approved: February 11, 2011 by DeSoto Parish Library Board of Control

Safety for library staff is paramount and all reasonable efforts to provide an environment that is conducive and secure will be implemented.

It is a violation of the library's acceptable use policy for a member of the public to be in a non-public use area of the library uninvited, or to loiter, sleep, or otherwise gain access to library property and grounds during non-public hours. When this is observed staff members should do the following:

1. Whenever a person is observed that appears to be sleeping or otherwise loitering at a staff entrance of the library during non-operating hours, notify the police. Once law enforcement arrives, ask them to advise the person that they have violated a policy of the library and if they are observed in the same situation they will be banned from all library property parish-wide.
2. This first warning should be immediately documented in writing, with a copy to Administration as soon as possible.
3. If there is a second occurrence, again notify the police. Once the police arrive, ask them to inform the visitor that they are not allowed back on any library property parish-wide. Let the policeman handle it. Document as above.
4. If any staff member observes anyone present at a non-public entrance during library operating hours, ask the individual to leave that area. When possible, never confront a person alone in such a situation. Have another staff member with you whenever possible. Inform the person that they are in a non-public use area of the library and by doing so have violated a policy of the library. If they are observed in the same situation the proper authorities will be re-contacted and they will be banned from all library property parish-wide.

Note:

If a staff member, upon entering the library, observes unauthorized individuals present at a non-public entrance of the library during non-operating hours or during operating hours or sleeping at a public entrance, you must go directly to another entrance (or back to our car and phone someone in the library) and notify the appropriate person to handle the situation as above.