

# SECTION 5 – Security Policies

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Revised and effective February 17, 2022

## Guidelines for Library Use

### Purpose

Cumberland County Public Library welcomes all community members to our locations to explore, connect and renew – together. We embrace innovative, traditional and transformational approaches that Support, Encourage and Engage our diverse community. The library provides free and equitable access to resources and experiences to all.

We ask that all library customers and staff assist us as we work to ensure that all in the library have a welcoming, pleasant and safe environment that encourages learning, innovation and collaboration.

Library customers and staff have the right to expect that their time spent in the library will be free from threat, harassment and disorderly, disruptive or destructive behavior.

The Board of Trustees of the Cumberland County Public Library has adopted the following policy that outlines the behavior expectations and guidelines for all library customers.

Cumberland County Public Library follows all Cumberland County Ordinances and Mandates, as well as local, state and federal statutes & laws.

Repeated failure to meet expectations of behavior in the library will result in exclusion from the library for a day or for an extended period of time. Law enforcement will be called when customers refuse to leave the library after being asked to do so, or when customers on library property are engaging in illegal behavior.

### While using the library, we expect that customers:

1. Do not engage in illegal activity or disorderly, disruptive or destructive behavior. Do not carry weapons.
2. Do not use abusive or threatening language towards library staff or customers.
3. Do not solicit, sell or distribute leaflets of any kind.
4. Do not enter the library without wearing shoes or shirts.
5. Do not leave personal property unattended. Personal property must remain in the sight of the owner and must not create a hazard. The library shall not accept responsibility for lost, stolen or damaged personal property.
6. Do not use library restrooms or water fountains for bathing, shaving or washing clothing.
7. Do not consume food outside of designated areas. We ask that customers help us maintain a clean and welcoming environment.
8. Do not use the children's department, including teen areas, unless you are a child, teen, parent, guardian or an adult interested in children's or young adult literature.
9. Do not leave children ages 7 years or younger unaccompanied by a responsible adult.
10. Do not leave youth ages 15 and younger on library property after closing. Attempts will be made to contact parents or guardians. Staff will contact the Sheriff's Office if a responsible adult cannot be contacted. Repeated incidents may result in a report to the Department of Social Services.

Library customers engaged in inappropriate activities, including, but not limited to those above will, in most instances, receive a reminder of the *Guidelines for Library Use*. A customer may be asked to leave immediately if the behavior deems as such is needed.

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### **We invite customers to:**

1. Ask questions!
2. Explore collections and resources.
3. Attend a program, check out a computer or laptop and/or read a book.
4. Explore our digital resources.
5. Collaborate, create and innovate.
6. Engage with library spaces and technology.
7. Bring service dogs.
8. Bring lidded drinks and snacks.
9. Follow the library on social media!
10. Explore, connect and renew – together!

**Revised & effective November 15, 2018**

### **Security Cameras**

The primary purpose of the library security cameras is to enhance and support the other security measures in place at the library locations.

In order to protect the privacy of customers and staff, access to the camera footage is limited to staff designated by the Library Director.

The library will cooperate with requests from law enforcement for footage.