

Security and Safety Policy...

The Hampton Falls Free Library strives to maintain a safe and secure environment for its staff and patrons. In order to do so, the following rules shall be adhered to at all times:

- Panic buttons shall be accessible to staff from the Circulation desk, the Youth Service librarian's desk, and the Director's office. Cordless phones are accessible in the staff workroom and the Youth Services librarian's desk.
- All walkways and steps shall be shoveled and sanded regularly during the winter to provide usable alternate exits in case of emergency.
- The Town shall check fire alarms and extinguishers yearly.
- The Library will have emergency evacuation procedures and conduct two fire drills annually.
- The library will have a first aid kit available in case of medical emergency.
- All cleaning chemicals will be stored in a place not readily accessible to children.
- Child-proof outlet covers will be used in all outlets which children can reach.
- The building shall be checked nightly at close, including bathrooms, to ensure that all patrons are out of the building.
- The building will be locked every night at closing and all windows will be closed and locked.
- All efforts should be made to have at least two staff members, or a staff member and a patron, leaving the library together at closing. Should a staff member stay late, the staff leaving should make sure the library doors are securely locked.
- Should a staff member encounter a belligerent patron, or someone who makes the staff member feel uncomfortable and threatened, they are encouraged to call the local police for assistance or use the panic button should the situation warrant it. Situations that warrant immediate police involvement include but are not limited to:
 - ✓ If an individual physically harms another person, or threatens to do so;
 - ✓ If an individual damages property, or threatens to do so;
 - ✓ An individual who is visibly intoxicated;
 - ✓ An individual views or prints child pornography;
 - ✓ An individual engages in an act of public indecency (Breast-feeding is NOT included in this definition.)
- The police should be notified of problem patrons even if the situation does not escalate to violence. This helps them to track people who may become problematic.
- Should a volatile patron leave the library, lock the doors and keep them locked until a police officer arrives to see to the situation.
- A patron may be asked to leave the building if they verbally or physically threaten a staff member or other patron; should a patron refuse to leave, the police may be called to remove the person.
- A patron who has an episode that requires police involvement will be sent a follow-up letter from the Board of Trustees, which may require them to have a police escort should they wish to use the premises again. The library also reserves the right to terminate a patron's right to enter the library should the problem persist.

- Patron Appeal Procedure:
 - ✓ Notice of Appeal. Revocation or denial of library privileges may be appealed if the individual files a written notice of appeal with the director within ten days after receiving notice of the revocation or denial. Such notice shall be filed c/o Hampton Falls Free Library, 7 Drinkwater Road, Hampton Falls, NH 03844.
 - ✓ Within 10 days of receipt of the notice of appeal, the patron shall schedule a meeting with the Director to resolve the issue of library privileges being revoked or denied.
 - ✓ If a resolution cannot be reached with the Director, the individual may make a written request to the Director, within 10 days of meeting with the Director, asking that the matter be addressed by the Library Board of Trustees at the monthly board meeting. The individual requesting the appeal may attend the board meeting and make a short presentation after which the board shall decide the matter. The determination of the Library Board of Trustees shall be final.

The following may be troublesome but are NOT reasons to call the police:

1. Violations of library policy such as cell phone use, eating, or talking in quiet areas.
2. Abusive comments by library users that do not include threats of physical harm.
3. Adults viewing sexually explicit materials that are NOT child pornography (our policy states that we can ask them to leave, but it is not illegal and not a police matter)
4. Homelessness or offensive bodily hygiene.

Weapons Policy...

It is recognized that the employees and patrons of the Library have the right to, and should be ensured, a working environment that is free of dangerous weapons that may jeopardize their health, safety, and welfare. This policy is enacted to protect, preserve, and promote the health, safety, welfare and quality of life for the employees and patrons of the Library.

1. The Library requests that no weapons, either concealed or visible, be carried while on the Library premises. Even those who have permits to carry a concealed weapon are asked not to do so within the Library.
2. Duly sworn Law Enforcement Officers are exempt from this policy.
3. Whenever a person is seen carrying a weapon in the Library and the staff or other patrons feel threatened or uncomfortable, the staff may report the situation to law enforcement so the police can determine the lawfulness of such weapons being carried.

Adopted 5.22.2014