

# SECURITY POLICY

Library security is directly related to the well-being of people and property within the Library facilities at the University. Since no one staff member can be everywhere at one time, all library personnel must be individually aware of potential security problems. It is desirable for staff and faculty to know how to handle security problems as they occur, as well as how to prevent or minimize potential security problems. Review of security policies, issues, and procedures should be a continuous process. Library staff and faculty should refer to the security procedures section for information on how to handle security matters and problems. The person in charge at the time of the incident must also be notified. Violation of library policies may result in loss of library privileges and denial of access to the Library's facilities and services.

Normal hours for the Library are posted each semester. Access to the building at other hours requires permission from the Dean of Library Services and knowledge and assistance of the University Police.

Unauthorized removal or the mutilation of Library materials is illegal, and are deemed as selfish acts which render the information unavailable to other patrons. There is no defense for these acts and they should not go unpunished. The Library must be able to account for materials which are collected for study, and are purchased with state funding. The following provisions are outlined below and give the Library grounds for reporting offenses in order to prosecute and punish anyone found stealing or mutilating library materials or infringing on the rights of library patrons and personnel:

## **1. Unauthorized Removal, Theft, or Failure to Return Library Materials:**

The unauthorized removal of materials includes evasion of check-out and inspection procedures as well as the willful or repeated failure to respond to recall notices. (*Library staff should complete the Library Incident Report form.*)

## **2. Mutilation of Library Materials:**

The mutilation of library materials is a serious offense against the academic community. Mutilation of library materials is defined as the defacing or damaging of library materials. (*Library staff should complete the Library Incident Report form.*)

### **A. Vandalism:**

Vandalism is the willful or malicious destruction or defacement of public or private property. Anyone found to have vandalized the Library building, property, or equipment will be reported to the University Police. (*Library staff should complete the Library Incident Report form.*)

## **3. Personal Security of Patrons and Library Personnel:**

A. Theft:

Theft of personal property belonging to library patrons or personnel is a serious offense. It is the policy of the Library to actively prevent theft of personal property through awareness programs. Any thefts or attempts to steal personal items are reported to the University Police (*Library staff should complete the Library Incident Report form.*)

B. Violent or Disruptive Patrons:

It is the right of library patrons and personnel to expect a safe and quiet environment in which to pursue their research, work, and other library-related activities. It is the policy of the Library to notify the University Police of any person or persons acting in a violent or disruptive manner. (*Library staff should complete the Library Incident Report form.*)

C. Sexual Harassment:

Sexual harassment will not be tolerated. The Library adheres to Jacksonville State University's Sexual Harassment Prevention Policy, found in the Staff and Faculty handbooks, in dealing with reports of sexual harassment. (*Library staff should complete the Library Incident Report form.*)

D. Fire:

The danger of fire in the Library is a serious matter. Any violation of safety codes or smoking regulations should be handled in an expeditious manner. Maintenance of fire safety equipment in the Library is the responsibility of the University Police Department. (*Library staff should complete the Library Incident Report form.*)

E. Injury/Illness Incidents:

Library personnel should notify the Circulation Desk of any injury or illness. Library personnel will adhere to the procedures described in the *Jacksonville State University Safety and Environmental Health Guidelines and Procedures Manual*. (*Library staff should complete the Library Incident Report form.*)

F. Elevators:

There are three public elevators for use in the Library; the service elevator is reserved for authorized persons with library-related business. Library staff is encouraged to utilize the service elevator for all book truck traffic and other equipment usage.

G. Doors:

i. Emergency Doors:

No one is permitted to use the Emergency Door exit in the basement except in the case of an actual emergency.

- ii. Receiving Door:  
Use of the Receiving Door is restricted to persons with library related business/deliveries.

#### **4. Other Security Considerations:**

##### **A. Food & Drink:**

As food and drink can cause damage to library materials, furnishings, and equipment, the policy of the Library is to restrict consumption of food or drinks to designated areas. For library patrons, the designated area is the lobby. Non-compliance should be reported to the Circulation Desk.

##### **B. Tobacco:**

It is the policy of the University to provide non-smoking students, faculty, and staff with a tobacco smoke-free environment in which to work and study. While the University is sensitive to the needs and rights of smokers, our primary concern must be the protection of the non-smoking population. It is the policy of the Library to prohibit smoking within the building.

The use of smokeless tobacco on campus has resulted in significant damage to University property and has caused additional cleaning expenses. There is also the growing concern about the possibility of the spread of disease through contact with body fluids. It is the policy of the University that the use of smokeless tobacco will not be permitted in any facility on campus; therefore smokeless tobacco is not permitted in the Library. Non-compliance should be reported to the Circulation Desk.