

**QUINCY PUBLIC LIBRARY
POLICY ON ALCOHOL OR ILLEGAL DRUGS**

Possessing or consuming alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs is prohibited on Library property.

The Library retains the right to remove any person from its property at any time. The Library also retains the right to search any person, container, vehicle or personal property found on Library property or within buildings operated by the Library.

The following guidelines are to be enforced to staff at all Library locations:

1. Alcohol and illegal drugs are prohibited from Library property.
2. An employee who observes any person who appears intoxicated or otherwise under the influence of either alcohol or illegal drugs should inform their supervisor and/or Administration immediately. If the person is disruptive, the employee should call 9-1-1 immediately then inform their supervisor and/or Administration. No disciplinary action will be taken against any staff member who calls 9-1-1 for any legitimate reason. Do not confront the person or provoke them in any way.
3. An employee who finds alcohol or any suspicious material which could be illegal drugs should secure the substance, inform their supervisor and/or Administration, and call the Quincy Police Department non-emergency number (222-9360) to report what was found.
4. Persons who refuse to comply with the alcohol and illegal drugs policy may be subject to arrest and/or removal from the Library.

Quincy Public Library
Board of Trustees
Adopted April 13, 2010