

**QUINCY PUBLIC LIBRARY  
LIBRARY SAFETY AND SECURITY POLICY**

1. Quincy Public Library is sincerely concerned with the safety and security of its employees and the public it serves. Safety is the personal responsibility of all staff members. Staff members will be fully trained for all duties, will operate equipment and clean hazardous or infectious waste in a safe manner, and will report any hazards immediately.
2. The Quincy Public Library is open to everyone, provided they follow the policies on conduct and on unattended children, vulnerable adults, and disruptive behavior found elsewhere in this manual. Harrassment, rude, or hostile behavior will not be tolerated from staff or public.
3. The Executive Director or person in charge will be notified of any patron or staff incidents or accidents as soon as possible by the staff member involved or observing, who will also document using the appropriate forms from the Emergency Manual.
4. Staff members will become familiar with the procedures from the Emergency Manual and will follow them when an emergency occurs.
5. Staff members, approved volunteers, and designated delivery or service personnel only will have access to non-public areas of the library through the use of electronic security keys.
6. Patrons shall follow directions given by staff in the event of any emergency situation, including but not limited to, evacuating the building if the emergency alarm is sounded.
7. Books and other materials will have a security tag inserted. An alarm will sound on the security gate if a person tries to remove these items from the Library.
8. If the security gate sounds, a staff member should approach the patron in a friendly manner and ask tactfully if the patron might be carrying an item that did not get checked out. If the patron runs away or responds in a violent manner, call the police. Library personnel shall not attempt to apprehend the patron.
9. The Library employs a number of in-building and on-site security cameras in various locations to assist in the safety and security of patrons, staff and materials. Cameras are located in public spaces where individuals lack a reasonable expectation of privacy. Signs are posted informing the public that security cameras are in use.
10. Designated Library staff will access recordings to assist in the prevention of violation of rules of conduct and/or criminal activity, and in the event of illegal/objectionable activity or observed damages. In situations involving banned or barred patrons or other persons believed to pose a threat, images may be shared with all staff members.

11. Access to recordings will be given to law enforcement when contacted by the staff for assistance and when pursuant to a subpoena, court order, or when otherwise required by law.
12. Recordings will be archived for approximately 30 days, according to the capacity and specifications of the equipment.
13. The Illinois Room and its local history and genealogy resources are intended for research use only. Materials in the Illinois Room may be examined only within this room.
14. Individual items from the Glass Case may be requested by patrons for use within the Illinois Room. Patrons will be advised to leave items from the Glass Case on a table when finished, and to notify the librarian immediately so materials can be secured.

Adopted May 8, 2001

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Quincy Public Library Board of Trustees