


Policy Name: Library General Rules & Regulations

<u>Policy Code:</u>	
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Cross References:

This policy should be cross-referenced with the following:

- *Security Policy*

Introduction

The Cayman Islands Public Library Service ("The Public Library") aims to provide an atmosphere that fosters lifelong learning and reading. To facilitate such an environment, Library Users should comply with the rules of conduct listed below.

The Rules and Regulations are established within the framework that all Library Users have the right to access library materials and services without being disturbed or impeded by others; and that individuals and Library Staff have the right to an environment that is secure and conducive to the use of the library. Within this parameter Library Staff is empowered to enforce and uphold these regulations at all times.

Definitions

For the purposes of this policy document, the following definitions hold true:

Child – Person between zero and eight years of age.

Library Card Number – Barcode number found on the plastic membership card issued by "The Public Library" used to access Library Materials.

Library Equipment – Any equipment provided for use by Library Users in "The Public Library" including computers, printer/copy machines and video projection.

Library Facility – See "The Public Library".

Library Materials – Any materials provided to Library Users by "The Public Library".

Library Rules Committee – Committee comprised of a Library Staff member, a Library Administrator and a member of the Ministry of Education, Training and Employment.

Library Services – Any services provided to Library Users by “The Public Library”.

Library Staff – Any person employed by the Ministry of Education, Training and Employment assigned to work in “The Public Library.”

Library User – Any member of the public using resources provided by “The Public Library” including Library Services and Library Materials.

Management Staff – Library Staff member assigned supervisory responsibility for other Library Staff.

Obscene – Any behavior that is offensive by accepted standards of morality and decency.

Patron – Library User

The Public Library – All or any of the six public library facilities located in the Cayman Islands: George Town Library, West Bay Library, Bodden Town Library, East End Library, North Side Library and Cayman Brac Library as well as any service accessed through the online branch found at <http://www.cipl.gov.ky>.

RCIPS – Any member of the Royal Cayman Islands Police Service.

Security Equipment – Any equipment installed to monitor, record and video patron behaviors. (Video Surveillance Equipment)

Young Teen – Person between the ages of nine and fourteen.

Policy Statement

The following are prohibited in the Library:

- The use of cellular phones or similar devices; as a courtesy to others, users are requested to place their phones on vibrate/silent while in “The Public Library”.
- Any misconduct that disturbs other Library Users or that hinders use of Library Materials. Such misconduct might include, but is not limited to: conversation that is above an acceptable noise level or is disturbing to others, loud or boisterous behaviour, sound from movies/music that is audible to others.
- Obscene and/or abusive language or gestures.
- Harassing or threatening behaviour.
- Display, use or possession of weapons.
- Eating or drinking other than in designated areas.
- Smoking is prohibited throughout “The Public Library” and on all “Public Library” property, including outdoor areas. (Tobacco Law, 2011, Section 12)
- Use of alcohol or illegal substances.
- Use of skates, skateboards, or similar items.
- Animals, other than those assisting patrons with disabilities.

- Mutilating, damaging or defacing any Library Materials including tampering with or changing configurations or software on Library computers or displacing, disabling or unplugging Library Equipment.

In addition:

- "The Public Library" is not responsible for personal items that are lost, stolen or damaged on Library premises.
- Library Users may be asked not to enter the Library with large bundles, parcels, bags, suitcases, carts or other wheeled conveyances.
- Proper attire is required; Library Users must wear shirts and shoes and are expected to maintain acceptable levels of personal hygiene.
- Parents or guardians are advised that "The Public Library" is not responsible for children who are left unattended on Library premises (please see Unattended Children Policy below).
- Certain floors or parts thereof may be designated for authorized personnel only by the Library Director after consultation with the Ministry. For utilization of spaces designated for authorized personnel only, Library Users may make enquiries at the Circulation/Information Desks.
- There is to be no loitering in the stairwells and Library Users are not to be in the stairwells for any reason other than to travel between floors, or while using the exit during cases of emergency.
- All tour groups are encouraged to obtain permission from "The Public Library" in advance of their visit.
- The second floor is intended to facilitate study and research; persons causing interruptions will be asked to use the first floor.
- Children and Young Teens are encouraged to utilize the designated areas provided for them. Admissions to the second floor (i.e. designated adult floor) will be made as an exception rather than a norm. That is, access to this floor will be allowed during tours and/or to fulfill an information/study need (in such instances the material(s) will be utilized on the first floor).

Administrative Procedures

1. Library Staff Responsibility

Library Staff are authorized to bring to a Library User's attention any act or omission which will detract from the decorum of "The Public Library". In cases in which it is deemed necessary to do so to enforce Library Rules, RICPS will be called for assistance.

2. Library User Suspension Policy

In order to provide and maintain a comfortable and safe environment for all Library Users and Library Staff, the Ministry responsible for public libraries has approved the Cayman Islands Public Library Rules of Conduct. Violation or repetitive violation of any of the rules of behavior may warrant a suspension of library privileges. Suspension of

library privileges will result in removal from and denial of access to, all Cayman Islands Public Library services and facilities for a designated period of time.

SUSPENSION PROCEDURES

In order to be fair and equitable in the application of the Cayman Islands Public Library Rules of Conduct and to provide documentation of the enforcement of these rules, authorized Library Staff members [Authorized Library Staff members are: the Library Director, Reference/Youth Services Librarian, Building Manager, or the Library Staff member designated as "in charge" of a library branch] shall apply the following procedures:

Repeated violations of the *Library Rules of Behavior*:

A. Individuals who consistently breach the above-specified rules and regulations will be warned that library privileges will be withheld and that use of "the Public Library" may not be permitted if such behavior continues. If the individual continues to cause disturbances privileges will be suspended at the discretion of the Library Rules Committee.

- **FIRST VIOLATION:** Initial warning, given copy of Library General Rules and Regulations and the Security Policy.
- **SECOND VIOLATION:** Library privileges suspended for one day.
- **THIRD VIOLATION:** Library privileges suspended for seven days.
- **FOURTH VIOLATION:** Library privileges suspended for up to one year.

B. IMMEDIATE SUSPENSION WITH FURTHER ACTION TO FOLLOW:

The following behaviors will not be tolerated:

Physical abuse or assault
Fighting or challenging to fight
Drug use or the sale of any illegal substance in "The Public Library"
Making violent and threatening statements
Damaging property of "The Public Library"

Authorized Library Staff will instruct anyone displaying these behaviors to leave the Library Facility immediately. The RCIPS will be called and additional legal action may occur, as appropriate. **In addition, based on the severity of the situation, and regardless of whether a previous violation has occurred, a suspension of library privileges for up to one year may be applied.** Library Staff will notify the Library Director immediately, and a determination of the appropriate suspension period and procedures will be made by the Library Rules Committee.

C. Permanent Ban:

In cases where the violation is so severe, and regardless of whether a previous violation has occurred, the person committing the violation will be subject to a lifetime ban from

the Public Library System. Determination of a lifetime ban will be made by the Library Rules Committee. All appeals shall be to the Chief Officer in the Ministry responsible for public libraries.

Unattended Children Policy

“The Public Library” is dedicated to providing a welcoming environment that encourages children to visit the Library, utilize the collections and services, and attend scheduled library programmes. Library Staff is available to assist and support children with their use of Library resources. However, the Library is not responsible for children who are left unattended on the premises. Unattended children are defined as children eight years and below, left on their own without adult supervision.

Parents, guardians and/or caregivers are solely responsible for the safety and behaviour of their children. They are advised that children, like all Library Users, are expected to comply with the Library’s “General Rules and Regulations” and a Child who repeatedly violates those rules may be asked to not return to library premises. Parents, guardians and/or caregivers must familiarize themselves as to scheduled Library Facility closing times and be aware that a Library Facility may have to close unexpectedly due to emergencies or safety issues. It is the responsibility of parents, guardians and/or caregivers to make provisions for their children in such instances.

Library Staff may contact the RCIPS or other appropriate agencies if a child is left unattended when a Library Facility closes or if a child otherwise appear to be at risk.

Appendix

Appendix I – Security Policy