

Highline Community College Library
Operational Policy and Procedures

Library Disruption

Purpose:

The Highline College Library is committed to maintaining an environment conducive to study and research in order to fulfill its role of supporting the College's educational mission. The Library expects users to conduct themselves in a manner that is respectful of other library users, staff, materials, and facilities. Because of the structure of the building and the variety of services performed on each floor of the Library, it is recognized that noise levels will vary depending on location in the building.

Policy:

This policy shall apply to all library users, regardless of their affiliation with the College (student, faculty, staff, and public borrower).

The following are prohibited in library facilities:

- Behavior that is unsafe, putting the individual, other library users or library staff at risk of harm.
- Behavior that contributes to excessive noise levels, including but not limited to loud talking, shouting, screaming, making other loud noises, or using cellular phones in a loud manner. Loudness, duration, and location of the behavior are all factors that will be considered in determining whether the disruptions policy has been violated.
- Behavior, including consuming food, that damages the property of the library or of other users, including but not limited to marking or destroying materials, furniture or facilities.
- Behavior that is verbally or physically abusive, harassing or threatening to library staff or other library users.
- Smoking or use of other tobacco products.
- Misappropriation or misuse of library resources, including but not limited to equipment, furniture, and services.
- Bringing animals, with the exception of service animals, into library facilities.
- Behavior that is prohibited by other rules or policies of the College or by other applicable laws.

Because each disruptive situation is unique, library staff must exercise reasonable judgment in assessing the behavior and enforcing the policy. Library staff shall make every effort to apply these standards of conduct in a fair, equal, and positive manner for the benefit of all. Staff

members are responsible for knowing the security reporting structure within the library unit in the event action is needed to end a disruptive situation. When in doubt as to whether the behavior constitutes a violation of this policy or as to what action to take, staff is to refer the matter to a supervisor or administrator.

Procedure for Library Disruptions:

Library staff members will take appropriate steps to end disruptions, including requesting identification and/or involving the Office of Security & Safety when necessary. Depending on the nature of the disruption, more than one staff member may need to investigate a disruption.

1. When disruptive behavior is identified, the library staff member(s) shall request that the library user(s) discontinue the disruptive behavior.
2. If the disruptive behavior continues or resumes, the library staff member(s) will either ask the library user(s) to leave the library or call the Office of Security & Safety to come and intervene, depending on the nature of the disruption.

Serious or Repeat Violations

1. In the event of a serious or repeated violation by a Highline Community College student, the Library will initiate a warning procedure through the student judicial process as allowed by the Washington Administrative Code, 1321-120-010 through 1321-120-530 regarding Student Rights and Responsibilities. This information can be found on the web at: <http://studentservices.highline.edu/srr.php>
2. In the event of a serious or repeated violation on the part of persons other than Highline Community College students, a written warning from the Dean of Instructional Resources will be issued. The warning may include temporary or permanent revocation of all library privileges and/or a ban by the Dean of Instructional Resources and the campus Office of Security and Safety from use of the library facilities.

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