

Library Staff Response to Violations of WVU Libraries Policies

Campus Police/ DPS

In the case of criminal behavior, damage to property, or conduct which endangers the safety of yourself or others, immediately call the Campus Police at **3-COPS (3-2677)**. A uniformed officer will respond.

Call 9-911 if you have a **MEDICAL EMERGENCY** or a **FIRE**.

Immediately call Campus Police 3-COPS (3-2677) if you believe an officer's presence may be necessary to deal with interference or disruption of Libraries facilities, users, or staff, or to protect Libraries equipment or collections.

All incidents above should be promptly reported to the Dean of Libraries.

Notice of Violations

Normally, persons violating policies will first be asked to stop. Those who refuse to do so will be told to leave. If disruptive patrons do not follow library staff instructions, call Campus Police (3-COPS or 3-2677).

Warnings

Persons who are repeat offenders of University Library policies will be warned in writing by the Dean of Libraries that the next such offense will lead to their being barred from the University Libraries. If the patron returns to the University Libraries after he or she has been barred, the University Libraries will call Campus Police to expel the individual. This does not preclude the Libraries taking action to bar a patron from the University Libraries for egregious misconduct without prior warning. The decision to issue a warning letter, or to bar a patron, must be discussed with the Dean of Libraries, who will inform Campus Police.

Witnesses

University Library staff will make formal complaints to authorities only on those occasions when they have witnessed incidents, or have a patron willing to file a formal complaint. If a patron wishes to have Campus Police summoned in response to an incident not witnessed by staff, that patron must be willing to file any necessary complaint documentation personally. Even if a formal complaint is not filed, the Dean of Libraries should be notified promptly of any incidents of prohibited behavior.

(More)

Emergencies

The Dean of Libraries, Associate Dean, and Directors, and Campus Police are specifically authorized to make necessary emergency decisions and to interpret policy within the framework of this policy statement to ensure the continued safety of library users, staff, equipment, collections, and facilities, and to provide a proper environment in the University Libraries.

January 2001