

WESTCHESTER PUBLIC LIBRARY

CHILD PORNOGRAPHY PROCEDURES

1. Viewing or possessing child pornography in the library is a serious, illegal offense and must be addressed immediately when encountered.
2. If a patron reports to you that another patron is viewing child pornography or you have a sighting yourself, confirmation is needed by a co-worker. If you are at the desk alone, call another department such as Audio-Visual and ask that clerk to come assist you at the desk immediately. Be discreet so as to not alarm the suspected patron or other fellow patrons. The best procedure to verify would be to enter a row of computers behind where the suspected patron is seated and visually confirm.
3. Upon confirmation, call 911 immediately to report that a patron is viewing child pornography. Again, please be discreet so as to not cause any alarm. If you are unable to make this phone call yourself in a discreet manner, call another department and ask that clerk to call XXX XXXXXX over to your department immediately.
4. Should the patron check himself out before the police arrive, you need to inform the patron that he was witnessed viewing questionable material which is against library policy, and you will have to retain his card till further notice. If the patron does not cooperate, tell him/her that you will have to call in another supervisor to assist. Pick up the phone and call another department, tell that clerk to call XXXX XXXXXX over to your department for immediate assistance.
5. Do not put any other patrons on that particular computer station while waiting for the police. Do not turn that particular computer off. Place an "Out of Order" sign over the screen until the police arrive. When the police arrive, direct them to the computer where the patron was sitting. Inform the police that documentation of the offense might be lost if the computer is turned off before the browsing history or temporary image files are preserved.
6. If the patron is still on the computer when the police arrive, direct the officer(s) to where the patron in question is seated.
7. If the patron has left the building before the police arrive, you may provide name, address, and phone of patron to the police. However, you may not allow direct access to the patron's account in the Polaris system. For this, they would need a search warrant, and this permission would have to first be filtered through the Library Director and the Library Attorney.
8. If it is not certain it is child pornography depicting sexual conduct by a person under the age of 18, but possibly sexually explicit adult images, you should follow the procedures for patrons viewing sexually explicit images on library computers including confirming the display, recording the url, informing the patron of the offense, completing an incident report, and putting a notation in the patron's file.