

WESTCHESTER PUBLIC LIBRARY

VIEWING ART AND SEXUALLY EXPLICIT IMAGES IN THE LIBRARY PROCEDURES

1. If you or a library patron observes a library patron viewing nude art that does not appear to provoke erotic sensibility and which appears to represent serious artistic value, take no action unless the patron calls attention to the material in a provocative manner.
2. If a library patron reports another patron is viewing unacceptable sexually explicit images on a public access computer, please confirm the display yourself.
3. If you witness a patron firsthand viewing sexually explicit images, it is preferred to get a confirmation from a fellow clerk. If you are at the desk alone, call another department and ask another clerk to come assist you at the desk right away.
4. Upon confirmation, you need to inform the patron immediately that he/she is viewing sexually offensive material, and will have to leave the library premises.
5. Please record the website url of the image if possible before closing the internet browser.
6. Make reference to the sign posted at every station regarding sexually explicit images. Inform the patron that according to library policy they will be allowed to revisit the library on a different day but should this type of incident repeat itself, he/she will have their internet privileges permanently suspended.
7. Please put a notation on their account documenting this incident for future reference. If the patron refuses to cooperate, please repeat the instruction. If they still fail to comply, either call 911 yourself or call another department asking that particular clerk to call XXXX XXXXXX over to your department for immediate assistance.
8. If 911 is called in order to get the patron to cooperate, inform the police that the patron was viewing sexually explicit material which is against library policy, that they were asked to leave the premises, and they are refusing to cooperate.
9. An incident report must also be completed. Be sure to include the name of any patron who may have assisted in the sighting. Please include the url of the offensive site in the report. Forms are located inside the left front pocket of the white binder titled "Phone Numbers" located on the side desk by Computer Station Drawer #1. A copy of the report should be given to the Automation Manager and to the Director of the Library.
10. If the incident is a second offense, confirm the display, and ask the patron to close their session and leave immediately. Record the url and complete an incident report. Then place a block on their account noting their internet access has been suspended for viewing explicit images. If the patron does not comply, call for assistance.