Safety and Security Policy

General Statement:

The River Parishes Community College Library will be a safe and welcoming environment for all students, faculty, staff, and members of the community. Patrons will have access to all materials and resources in the Library; however, some security precautions will be taken in order to maintain the safety and security of all patrons, staff, and the Library's resources, equipment, and other property.

All students are expected to adhere to behavior guidelines detailed in "Regulations Governing Student Behavior" in the *RPCC General Catalog and Student Handbook*. Failure by the student to adhere to the Regulations Governing Student Behavior will result in disciplinary and possible legal action as outlined in the RPCC Student Handbook.

Non-students using Library materials and facilities will also be expected to conduct themselves in a manner that reflects the highest behavioral standards. Non-RPCC users who violate the safety and security policy may also be subject to legal action, depending on the nature of the incident.

RPCC Library Services is not responsible for personal items left unattended.

Suspected Damage to Resources, Equipment or other Property

All book bags, backpacks, and other bags are subject to search when the Library's security systems' alarms are sounded or when a staff member has reason to suspect that a crime has been committed (including but not limited to deliberate damage or theft of Library materials, equipment, or other property).

Library users caught deliberately damaging or attempting to steal any library materials or equipment will be permanently banned from the Library and Learning Lab.   They will also be held responsible for all costs and fees associated with repairing or replacing the damaged and/or stolen items and will not receive any grades, transcripts, etc. until full restitution is made.

Any theft or damage to RPCC Library materials, resources, and/or equipment may also be subject to criminal prosecution.

Reporting Security Incidents

If someone is observed damaging or attempting to steal resources or equipment, staff should detain the suspect and notify a supervisor, or if the supervisor is not available, notify the Chief Student Affairs Officer and/or the Facility and Property Manager. If it is determined that a crime has been committed, the supervisor will also call the police.   If the incident is not severe enough to warrant police intervention, disciplinary actions will be administered as outlined in the RPCC Student Handbook.

Any incident of known damage or theft of Library materials, equipment, or property must be reported to the Director of Library Services along with a Library Security Incident Report. A copy of the completed form must also be given to Head of Technical Services in order to have all appropriate catalog records changed and/or deleted if the material must be withdrawn.   If the culprit is a student, a copy of the form must also be forwarded to the Chief Student Affairs Officer so that appropriate documentation can be placed in the student's records. If equipment or property has been damaged, notify the campus Facility and Property Manager.