Section 3 **Library Facilities, Behavior, & Usage Policies**

Section 3 outlines the policies governing the use of Leon Valley Public Library facilities, spaces, and resources, as well as expectations for patron behavior while on library property or participating in library-sponsored activities. These policies are designed to ensure a safe, welcoming, and accessible environment for all users; protect library staff, patrons, and property; and support the effective and equitable use of library services. Collectively, the policies in this section establish clear standards for conduct, space usage, and shared responsibility, balancing individual access with the needs of the broader community.

Policy 1 LF-202503-A Children's and Unattended Minors Policy

Overview			
Policy Title:	Children's and Unattended Minors Policy	Policy ID:	LF-202503-A
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Purpose
A short, clear statement of why this policy exists.

The Leon Valley Public Library welcomes children and encourages their use of library collections, programs, and services. The library is a public facility and not a childcare provider. Library staff do not assume the role or responsibilities of parents, guardians, or caregivers. This policy establishes supervision expectations, defines unattended minors, and outlines staff response procedures to ensure the safety of children and the appropriate operation of the library.

Scope
Defines where and to whom the policy applies.

This policy applies to all minors under the age of 18 who use the Leon Valley Public Library, whether accompanied or unaccompanied, and to parents, guardians, and caregivers responsible for those minors.
This policy applies during all hours of library operation, including programs, events, and closing procedures.

Policy Statement
Defines where and to whom the policy applies.

Responsibility for Children

Parents, guardians, and caregivers are responsible for their child's behavior, safety, and well-being while using the library.

Library staff do not supervise, babysit, or assume custody of children and are not responsible for unattended minors.

Staff may intervene when a child's behavior poses a safety risk to themselves or others, disrupts library operations, or violates the Library Code of Conduct.

If a child is left unattended and appears frightened, ill, endangered, or significantly disruptive, or if the library is approaching closing time, staff may attempt to contact a parent or guardian and

may contact law enforcement or emergency services when necessary to ensure the child's safety.

Supervision Requirements by Age

Children Under Age 9

- Must be accompanied at all times by a parent, guardian, or responsible caregiver age 16 or older, unless participating in a library program where staff supervision is explicitly provided for the duration of the program only.

- The caregiver must remain within sight and immediate supervision distance of the child at all times.

Children Ages 9–13

- May use the library independently for limited periods provided they are able to follow library rules and care for themselves.

- A parent, guardian, or caregiver must remain in the building and be readily reachable while the child is using the library.

Teens Ages 14–17

- May use the library independently during normal operating hours, provided they comply with all library policies.

- Teens must have a reliable means of contacting a parent or guardian if needed.

Behavioral Expectations

All minors must follow the Library Code of Conduct.

If a child or teen engages in disruptive or unsafe behavior, staff will:

1. Issue a verbal warning and explain the expected behavior.

2. Request that the behavior stop or be corrected.

3. Ask the minor to leave the library if behavior does not improve or poses a safety concern.

4. Contact a parent or guardian when appropriate or required by the situation.

Repeated or serious violations may result in suspension of library privileges in accordance with library policy.

Unattended Minors at Closing Time

The library is not responsible for children left unattended after closing.

If a child under age 13 remains in the library at closing and a parent or guardian cannot be reached, staff may contact law enforcement or emergency services for the child's safety.

If a teen ages 13–17 remains at closing and does not have a safe means of leaving the library, staff will attempt to contact a parent or guardian before contacting law enforcement, unless there is an immediate safety concern.

Staff will not transport minors or escort them off library property under any circumstances.

Law Enforcement & Reporting

If a child is habitually left unattended or staff have ongoing safety concerns, library administration may report the situation to appropriate authorities in accordance with state and local law.

The library follows all applicable Texas child welfare, safety, and mandatory reporting laws.

Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	**Definition**
Caregiver	A parent, legal guardian, family member, or designated individual responsible for supervising and ensuring the safety and well-being of a patron who requires assistance, including minors.
Library Program	An event, class, presentation, or activity planned, sponsored, or hosted by the library for public participation.
Minor	An individual under the age of 18.
Supervision	Active, ongoing responsibility for a child's safety, behavior, and location while in the library.
Unattended Minor	A child who is left without appropriate supervision as defined by this policy.

Roles & Responsibilities	
Who is responsible for following, enforcing, or maintaining this policy?	

Parents, Guardians, and Caregivers

Parents, guardians, and caregivers are responsible for ensuring that minors in their care are appropriately supervised at all times while using the library, in accordance with the age-based requirements outlined in this policy. They are accountable for the behavior, safety, and well-being of the minors they accompany or allow to use the library independently. Caregivers must remain reachable while a minor is in the library and must promptly respond if contacted by library staff regarding supervision, behavior, or safety concerns.

Library Staff

Library staff are responsible for enforcing this policy in a consistent, respectful, and nonjudgmental manner. Staff do not assume supervisory or custodial responsibility for minors but may intervene when a child's behavior poses a safety risk, disrupts library operations, or violates the Library Code of Conduct. Staff may attempt to contact a parent or guardian when necessary and may contact law enforcement or emergency services if a minor's safety is at risk or if a child is left unattended at closing. Staff are responsible for documenting incidents involving unattended minors or safety concerns in accordance with library procedures.

Library Director

The Library Director is responsible for the administration, interpretation, and enforcement of this policy. This includes ensuring staff receive appropriate training related to child safety and unattended minors, reviewing incidents and reports involving minors, determining appropriate follow-up actions, and approving exceptions or interpretations of this policy as needed to ensure compliance with applicable laws and library standards.

Related Documents & References		
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes
Document Name	**Location or Link**	**Notes**
Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Conduct expectations apply to minors and accompanying adults addressed by this policy.
Caregiver Policy (LF-202503-B)	URL included after approved by Council	Defines adult responsibility referenced when minors are present.
Incident Report & Documentation Policy (MG-202512-A)	URL included after approved by Council	Used when situations involving minors require formal documentation.
Emergency Closures & Safety Policy (LF-202512-B)	URL included after approved by Council	Emergency procedures intersect with the supervision and safety of minors.
SOP – Needed: Unattended Minor Response		Describes staff actions referenced when minors are left unattended.

Revision History				
Track the changes made over time				
Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

Appendices & Attachments		
Checklists, screenshots, flowcharts, or sample forms that support the procedure.		
Document Name	Location or Link	Notes
Unattended Minor Incident Checklist		Guides staff response to situations covered by this policy.

Policy 2 LF-202503-B Caregiver Policy

I.Overview			
Policy Title:	Caregiver Policy	Policy ID:	LF-202503-B
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II.Purpose
A short, clear statement of why this policy exists.

The Leon Valley Public Library is committed to providing a safe, welcoming, and inclusive environment for all patrons. This policy outlines the responsibilities of caregivers who accompany individuals requiring assistance, including minors, elderly patrons, and individuals with disabilities or mental health challenges.

III.Scope
Defines where and to whom the policy applies.

This policy applies to all caregivers and dependent individuals using the Leon Valley Public Library facilities, programs, and services.
It establishes expectations for supervision, safety, and behavior and clarifies the role of library staff in relation to caregiving responsibilities.

IV.Policy Statement
Defines where and to whom the policy applies.

Definition of a Caregiver
Caregivers must be at least 16 years old unless they are the minor's parent or legal guardian.
Caregiver Responsibilities
Caregivers are expected to:
- Supervise and remain with individuals who require assistance at all times while using the library.
- Ensure that individuals in their care follow the Library Code of Conduct and do not disrupt other patrons.
- Address and manage any disruptive, unsafe, or inappropriate behavior.
- Ensure that individuals do not engage in activities that may endanger themselves or others.
- Monitor and attend to personal belongings of those in their care.
- Remain on library premises and may not leave dependent individuals unattended while running errands or leaving the building.

Library Staff Role
Library staff do not assume caregiver responsibilities and are not responsible for supervising unattended individuals.
Staff may intervene if an individual is found unattended and appears to require assistance or is at risk.
If a dependent individual's behavior is disruptive or unsafe, both the dependent individual and caregiver may be asked to leave the library.
Unattended Individuals

Minors

- Minors under the age of 9 must be accompanied by a caregiver at all times, unless approved by library staff during a supervised program.
- Minors under the age of 13 may not be left unattended in the library.
- Minors ages 9 to 13 may be unaccompanied only if the caregiver remains inside the library building (excluding the porch or parking lot).
- Minors ages 13 to 17 may be unaccompanied if they are able to follow all library rules and have access to a caregiver by phone.

Individuals with Disabilities and Elderly Patrons

Individuals with disabilities or mental health challenges who require supervision must have a caregiver present while using the library.

Elderly patrons who require assistance for mobility, communication, or personal safety should have a caregiver present as needed.

Law Enforcement Intervention

Law enforcement may be contacted when an unaccompanied minor or dependent individual is repeatedly left at the library without appropriate supervision, particularly when there are concerns related to neglect, abandonment, or safety.

Consequences for Noncompliance

Failure to comply with this policy may result in:

- A verbal warning from library staff.
- A request for the caregiver and dependent individual to leave the premises.
- **Notification of law enforcement in cases of suspected neglect, abandonment, or refusal to comply with library policies.**

V. Definitions

Clarifies any terms, acronyms, or library-specific jargon.

Term	Definition
Caregiver	A parent, legal guardian, family member, or designated individual responsible for supervising and ensuring the safety and well-being of a patron who requires assistance, including minors.
Dependent Individual	A patron who requires supervision or assistance due to age, disability, mental health condition, or other safety-related needs.
Minor	An individual under the age of 18.
Unattended	A dependent individual who is left without appropriate caregiver supervision as required by this policy.

VI. Roles & Responsibilities

Who is responsible for following, enforcing, or maintaining this policy?

Caregivers

Caregivers are responsible for supervising dependent individuals, ensuring compliance with library policies, addressing behavior concerns, and maintaining the safety and well-being of those in their care while on library premises.

Library Staff

Library staff are responsible for enforcing this policy consistently, addressing safety concerns, and responding appropriately when individuals appear unattended or at risk.

Library Director

The Library Director oversees interpretation and implementation of this policy, reviews incidents or exceptions, and authorizes further action when necessary.

VII. Related Documents & References

Document Name	Location or Link	Notes
Children's & Unattended Minors Policy (LF-202503-A)	URL included after approved by Council	Establishes circumstances in which caregiver responsibility applies.
Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Applies conduct expectations to caregivers supervising dependents.
Emergency Closures & Safety Policy (LF-202512-B)	URL included after approved by Council	Caregiver responsibilities continue during emergency situations.

VIII. Revision History

Track the changes made over time

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX. Appendices & Attachments

Checklists, screenshots, flowcharts, or sample forms that support the procedure.

Document Name	Location or Link	Notes
Caregiver Responsibility Statement		Documents acknowledgment of responsibilities described in this policy.

Policy 3 LF-202503-C Family Place Play Area Policy

I. Overview			
Policy Title:	Family Place Play Area Policy	Policy ID:	LF-202503-C
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II. Purpose
A short, clear statement of why this policy exists.

The Family Place Play Area at the Leon Valley Public Library is designed to support early childhood development, early literacy, and positive caregiver–child interaction. The space provides a welcoming, developmentally appropriate environment where young children can learn through play while caregivers actively participate in and support their child's growth.

III. Scope
Defines where and to whom the policy applies.

This policy applies to all patrons using the Family Place Play Area, including children, caregivers, and other accompanying individuals. Use of the space constitutes agreement with this policy and the Library Code of Conduct.

IV. Policy Statement
Defines where and to whom the policy applies.

Who May Use the Family Place Play Area

- The Family Place Play Area is intended for children ages 0–5 and their caregivers.

- Older children may be present when accompanying a younger sibling but must play appropriately and remain mindful of younger children.

- Caregivers must remain with and actively supervise their children at all times while using the space.

Rules & Expectations

Supervision, Safety & Engagement

- Caregivers must remain in the play area and actively supervise their children at all times. **Library staff do not provide childcare or supervision.**

- **The Family Place Play Area is a hands-on learning space; caregivers are encouraged to read, explore activities together, and model positive social behaviors.**

- Play must be gentle and cooperative. **Running, climbing on furniture, roughhousing, or throwing toys is not permitted.**

- **Caregivers are expected to help children take turns, share, and respect personal boundaries.**

- **If a child is unable to engage safely or appropriately (e.g., hitting, excessive yelling, repeated disruptive behavior), staff may ask the caregiver to redirect the child or take a short break from the play area.**

Encouraging Social Play

- The Family Place Play Area is designed to support early social development.

- Caregivers are encouraged to guide children through:

  o Parallel play

  o Interactive play, including sharing and turn-taking

  o Language development, such as helping children express needs, use polite words, and listen to others

- While peer interaction is encouraged, caregivers remain the primary play partner and are responsible for guiding interactions.

Use of Toys & Materials

- Toys, books, and materials are provided to support early literacy, creativity, and developmental play.

- After use, materials should be returned to their designated areas to maintain a clean and organized space.

- Damaged or unsafe toys should be reported to library staff.

- Toys and materials must remain in the play area and may not be removed from the library.

Cleanliness & Hygiene

- Caregivers are encouraged to place toys that are visibly dirty or have been placed in a child's mouth into the designated "Yucky Bucket" for sanitation.

- Toys are cleaned and sanitized by library staff or volunteers on a regular schedule.

- Food and drinks are not permitted in the play area, except for bottles or spill-proof cups for infants and toddlers.

- If a child becomes ill or has an accident, caregivers should notify library staff immediately for appropriate cleaning.

Respectful Use of Space

- The Family Place Play Area is a shared space; all users are expected to be respectful, inclusive, and considerate of others.

- Caregivers should model positive behavior, including kindness, sharing, and respectful communication.

- When the space is busy, caregivers should help children rotate activities and make room for other families.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Word or Phrase	**Definition**
Active Supervision	Continuous visual and physical awareness of a child's activities, behavior, and interactions.
Caregiver	A parent, legal guardian, family member, or designated individual responsible for supervising and ensuring the safety and well-being of a patron who requires assistance, including minors.
Family Place Play Area	A designated early learning and play space within the library designed for children ages 0–5 and their caregivers.
Interactive Play	Play involving shared activities, turn-taking, communication, and cooperation between children.
Parallel Play	A developmental stage in which children play alongside others without direct interaction.
Yucky Bucket	A designated container for toys that are visibly dirty or have been placed in a child's mouth and require cleaning.

VI. Roles & Responsibilities
Who is responsible for following, enforcing, or maintaining this policy?

Caregivers

Caregivers are responsible for actively supervising their children, engaging in play, guiding social interactions, and ensuring children follow library rules and safety expectations while using the Family Place Play Area.

Library Staff

Library staff are responsible for maintaining the play area, monitoring general use of the space, providing guidance on policies, and addressing safety or behavior concerns as needed. Staff do not provide direct supervision or childcare.

Library Administration

Library administration establishes policies governing the use of library spaces and ensures staff are trained to apply policies consistently and equitably.

VII.   Related Documents & References

Include links or filenames for Policies, SOPS, forms or templates, system manuals

Document Name	Location or Link	Notes
Caregiver Policy (LF-202503-B)	URL included after approved by Council	Applies supervision requirements to use of the play area.
Children's & Unattended Minors Policy (LF-202503-A)	URL included after approved by Council	Addresses age-appropriate supervision and safety considerations.
ADA & Accessibility Policy (MG-202503-D)	URL included after approved by Council	Accessibility considerations apply to play area use.
Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Conduct expectations apply within the play area.

VIII.   Revision History

Track the changes made over time

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX.   Appendices & Attachments

Checklists, screenshots, flowcharts, or sample forms that support the procedure.

Document Name	Location or Link	Notes
Play Area Rules Signage		Communicates usage rules referenced in this policy.

Policy 4 LF-202503-D Meeting Room Policy

I.	Overview		
Policy Title:	Meeting Room Policy	Policy ID:	LF-202503-D
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II.	Purpose
A short, clear statement of why this policy exists.	

The purpose of the Meeting Room Policy is to establish fair, consistent, and equitable guidelines for the use of the Leon Valley Public Library's meeting room. The Leon Valley Public Library provides a meeting room for public use to support community engagement, education, and discussion. The meeting room is available on a first-come, first-served basis and is subject to the following policies.

III.	Scope
Defines where and to whom the policy applies.	

This policy applies to all individuals, groups, and organizations requesting to use the Leon Valley Public Library meeting room. Use of the meeting room is subject to availability, adherence to this policy, and compliance with all other library policies.

IV.	Policy Statement
Defines where and to whom the policy applies.	

Eligibility & Use Guidelines

The meeting room is available for nonprofit, educational, civic, or cultural organizations.

Meetings must be free and open to the public; groups may not restrict attendance, except for library staff training or administrative meetings, which require prior approval.

No commercial, sales, or profit-making activities are allowed.

Products or services may not be advertised, solicited, or sold during meetings.

Registration or admission fees are not permitted.

All groups must follow all other library policies while using the meeting room.

Library-sponsored programs and City of Leon Valley events take priority over outside reservations.

Use of the meeting room does not constitute library endorsement of any group, organization, viewpoint, or cause.

Reservations & Scheduling

The meeting room is available on a first-come, first-served basis.

Reservations may be made up to three months in advance (or up to 12 months with Library Director approval).

There is no limit on how frequently a group may reserve the meeting room, provided such use does not prevent equitable access for other groups.

Use of the room is limited to the library's regular operating hours.

Groups may not use the meeting room as a permanent meeting space or organizational headquarters.

The library does not store materials for groups using the room.

Groups must submit a Meeting Room Request Form, which includes a liability statement acknowledging responsibility for damages.

Meeting Room Rules & Conduct

Groups must set up and clean up the meeting room after use.

The room must be returned to its original condition and furniture arrangement.

Food and drink are allowed, but groups must clean up all trash.

Noise must be kept to a reasonable level to avoid disturbing library patrons.

Library staff have the authority to end any meeting that is disruptive or violates library policies.

The library reserves the right to deny future use of the room if a group violates policies.

Political & Private Event Restrictions

Political events (forums, town halls, campaign events) are not permitted unless they are sponsored or co-sponsored by the library or the City of Leon Valley.

Private events such as weddings, birthdays, family reunions, or banquets are not allowed.

Liability & Denial of Use

The library is not responsible for any damage, loss, or bodily injury occurring in the meeting room.

Users of the meeting room are responsible for any damages to library property.

Groups must sign a liability statement as part of the reservation process.

The library reserves the right to deny future reservations for groups that fail to follow policies.

V. Definitions
Clarifies any terms, acronyms, or library-specific jargon.

Term	Definition
City-Sponsored Event	A meeting or event organized or hosted by the City of Leon Valley or its departments.
Commercial Activity	Any activity involving the sale, solicitation, promotion, or advertisement of goods or services for profit.
Library-Sponsored Program	A meeting or event planned, hosted, or officially endorsed by the Leon Valley Public Library.
Meeting Room	A designated space within the Leon Valley Public Library made available for approved group meetings and programs.
Political Event	A meeting, forum, or activity intended to support or oppose a political candidate, party, or ballot measure.

VI. Roles & Responsibilities
Who is responsible for following, enforcing, or maintaining this policy?

Meeting Room Users

Responsible for complying with this policy, ensuring appropriate conduct during meetings, and leaving the meeting room in its original condition after use.

Library Staff

Responsible for processing meeting room requests, monitoring compliance with this policy, and taking appropriate action if violations occur.

Library Director

Responsible for the overall administration of this policy, including approval of extended reservation timeframes and final determination regarding eligibility or denial of meeting room use.

VII. Related Documents & References		
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes
Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Conduct standards apply to meeting room use.
Sponsorship Policy (MG-202503-E)	URL included after approved by Council	Applies when meetings involve sponsored events or activities.
Photography & Video Recording Policy (MG-202505-A)	URL included after approved by Council	Recording restrictions may apply during meetings.
Food & Drink Policy (LF-202503-G)	URL included after approved by Council	Governs food and beverage use in meeting rooms.
SOP – Needed: Meeting Room Reservations & Setup		Describes reservation and setup procedures referenced in this policy.

VIII.   Revision History

Track the changes made over time

Notes: Each revision needs to be approved and placed on file with Human Resources

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX.   Appendices & Attachments

Checklists, screenshots, flowcharts, or sample forms that support the procedure.

Document Name	Location or Link	Notes
Meeting Room Application		Used to request meeting room use under this policy.
Room Use Agreement		Documents conditions of use referenced in this policy.

Policy 5 LF-202503-E Study Room Policy

I. Overview			
Policy Title:	Study Room Policy	Policy ID:	LF-202503-E
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II. Purpose
A short, clear statement of why this policy exists.

The purpose of the Study Room Policy is to ensure fair, equitable, and appropriate access to the Leon Valley Public Library's study rooms for quiet study, research, and small group collaboration, while maintaining a safe and respectful library environment.

III. Scope
Defines where and to whom the policy applies.

This policy applies to all patrons using the Leon Valley Public Library study rooms, including individuals and small groups, and to library staff responsible for administering and enforcing study room use.

IV. Policy Statement
Defines where and to whom the policy applies.

Eligibility & Intended Use

The Leon Valley Public Library provides two study rooms for:

- Quiet individual study

- Academic or personal research

- Small group collaboration

Study rooms may not be used for commercial activities, tutoring for profit, interviews, therapy sessions, or any activity that disrupts normal library operations.

Reservations & Walk-In Use

- Study rooms are available once per day per patron or group for up to two (2) hours per use.

- Reservations may be made in advance, or rooms may be used on a first-come, first-served basis.

- All patrons must sign in at the front desk prior to using a study room.

- If no one is waiting, use time may be extended beyond the two-hour limit at staff discretion.

- If another patron or group is waiting, library staff will provide a fifteen (15) minute notice before the room must be vacated.

- Failure to arrive within fifteen (15) minutes of a reserved start time may result in forfeiture of the reservation.

Usage Guidelines

- Study rooms accommodate a maximum of three (3) people due to space limitations.

- Study rooms are not soundproof, and noise levels must be kept low to avoid disturbing other patrons.

- Closed and resealable food containers are permitted; open food and meals are not allowed.

- Beverages must have secure lids.

- Patrons must leave the study room clean, orderly, and in the condition it was found, with no damage or excessive mess.

- Furniture and equipment may not be removed from the study room or rearranged in a way that creates safety concerns.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Word or Phrase	**Definition**
Code of Conduct	The Leon Valley Public Library policy outlining expectations for patron behavior and acceptable use of library spaces and services.
Commercial Activity	Any activity involving the sale, solicitation, promotion, or advertisement of goods or services for profit.
Group	Two or more patrons using a study room together for a shared purpose.
Library Director	The individual appointed to oversee the administration, management, and operation of the Leon Valley Public Library.
Library Operations	The normal functioning of the library, including public services, programs, staffing, safety, and access to facilities and resources.
Library Staff	All full-time, part-time, temporary, or substitute employees who have authorized access to patron information as part of their job duties.
Patron	Any member of the public who uses or accesses library facilities, services, programs, collections, or resources.
Reservation	A scheduled booking made in advance for the use of a library space, resource, or service, including but not limited to study rooms, meeting rooms, or special collections access, through library staff or designated reservation procedures.
Study Room	An enclosed or semi-enclosed space within the Leon Valley Public Library designated for quiet study, research, or small group collaboration.
Walk-In Use	Use of a library space, resource, or service without a prior reservation, subject to availability, posted time limits, and applicable library policies.

VI.   Roles & Responsibilities

Study Room Users

Study room users are responsible for complying with all Leon Valley Public Library policies, including the Library Code of Conduct, while using a study room. Users must adhere to posted time limits, follow reservation and walk-in procedures, maintain appropriate noise levels, and ensure the study room is left clean, orderly, and free of damage at the conclusion of use. Study room users are responsible for the conduct of all individuals in their group while occupying the space.

Library Staff

Library staff are responsible for administering study room reservations and walk-in use, monitoring compliance with this policy, issuing time warnings when applicable, and addressing noise or behavior concerns as they arise. Library staff are authorized to deny, interrupt, or terminate study room use when violations of this policy occur or when continued use interferes with library operations or equitable patron access.

Library Director

The Library Director is responsible for the overall administration and interpretation of this policy, including approving exceptions, resolving disputes, and making final determinations regarding study room eligibility, enforcement actions, or loss of study room privileges.

VII.   Related Documents & References

Include links or filenames for Policies, SOPS, forms or templates, system manuals

Document Name	Location or Link	Notes
Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Conduct expectations apply to study room use.
Public Computer & Wi-Fi Access Policy (TI-202503-A)	URL included after approved by Council	Technology use within study rooms is governed by this policy.
Food & Drink Policy (LF-202503-G)	URL included after approved by Council	Addresses food and beverage restrictions in study rooms.
SOP – Needed: Study Room Scheduling & Enforcement		Describes reservation and time-limit procedures referenced in this policy.

VIII.   Revision History

Track the changes made over time

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX. Appendices & Attachments

Checklists, screenshots, flowcharts, or sample forms that support the procedure.

Document Name	Location or Link	Notes
Study Room Rules Signage		Communicates expectations for study room use.

Policy 6 LF-202503-F Public Display & Bulletin Board Policy

I.	Overview			
Policy Title:	Public Display & Bulletin Board Policy	Policy ID:	LF-202503-F	
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed	
Effective Date:	Upon City Council Approval	Reviewed by:	LAB	
Last Review:	01.08.2026	Next Review		
Version	1.5			
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.				

II.	Purpose
A short, clear statement of why this policy exists.	

The Leon Valley Public Library provides designated bulletin board space for public notices, community events, and informational materials that align with the library's mission to support education, literacy, and community engagement. This policy establishes guidelines for the use of bulletin boards and public display spaces within the library.

The Library maintains these spaces as a limited public forum and reserves the right to regulate time, place, and manner of postings in accordance with applicable laws and professional library standards.

III.	Scope
Defines where and to whom the policy applies.	

This policy applies to all physical bulletin boards, display cases, and other designated public posting areas located within the Leon Valley Public Library.

This policy does not apply to library-created displays, digital signage, or materials distributed directly by library staff as part of official library programming or services.

IV.	Policy Statement
Defines where and to whom the policy applies.	

Guidelines for Posting

All materials must be pre-approved by library staff before posting.

Approved materials will be stamped or initialed by a staff member in the bottom right corner with the date of posting.

Materials may be displayed for a maximum of 30 days and will be removed weekly based on the posted date.

Notices must not exceed letter size (8.5" x 11") to ensure equitable use of space.

Only one copy of a notice per organization or event may be displayed at a time.

Materials must be posted by library staff; patrons may not post or remove materials themselves.

Eligibility & Content Priorities

The library prioritizes postings from:

- Missing children alerts.

- Local lost pet notices.

- Library programs and services.

- City of Leon Valley and local government notices.

- Community organizations, non-profits, and government agencies promoting:

  o Educational, cultural, or civic events.

  o Free community resources and public services.

Preference may be given to materials that serve Leon Valley residents or address local community needs.

Prohibited Materials

Commercial advertisements or for-profit business promotions.

Political endorsements, campaign materials, or partisan announcements.

Personal notices (e.g., lost/found items, job postings, real estate listings).

Materials that are discriminatory, inflammatory, or offensive.

Materials advocating illegal activity or that violate local, state, or federal law.

Materials that are primarily religious in nature or intended to proselytize.

Materials that promote private events not open to the general public.

Library Rights & Responsibilities

The library does not endorse any posted materials or organizations.

Materials that do not comply with this policy will be removed.

The library is not responsible for lost, stolen, or damaged materials.

The Library reserves the right to refuse or remove any material at its discretion to ensure compliance with this policy and to maintain a welcoming environment for all patrons.

Removal of materials does not constitute censorship or endorsement and is based solely on policy compliance.

V.   Definitions
Clarifies any terms, acronyms, or library-specific jargon.

Term	Definition
Bulletin Board	A designated physical or digital space within the Leon Valley Public Library used to display approved public notices, announcements, or informational materials in accordance with library policy.
Community	Residents, organizations, and groups that live in, serve, or have a recognized interest in the Leon Valley area.
Community Organization	A nonprofit, civic, educational, or governmental group that provides services, programs, or information intended to benefit the local community.
Posting	Any printed or digital material submitted for display in a library public display space, including flyers, notices, announcements, or informational materials.
Public Display Space	Designated areas within the Leon Valley Public Library, including bulletin boards or digital displays, where approved materials may be posted for public viewing.

VI. Roles & Responsibilities

Who is responsible for following, enforcing, or maintaining this policy?

Community Members and Organizations

Community members and organizations are responsible for submitting materials to library staff for review and approval prior to posting. Submitted materials must comply with all requirements outlined in this policy, including content eligibility, size limitations, and display timeframes. Community members and organizations are also responsible for retrieving materials prior to the removal date if they wish to retain them; unclaimed materials may be discarded by the Library.

Library Staff

Library staff are responsible for reviewing submitted materials for compliance with this policy, approving or denying postings, and ensuring approved materials are properly dated and displayed. Staff are also responsible for monitoring bulletin boards and public display spaces, removing expired or noncompliant materials, and maintaining equitable access to limited display space.

Library Director

The Library Director is responsible for the overall administration and interpretation of this policy. The Director has final authority regarding approval decisions, denial of materials, removal of postings, and resolution of disputes or appeals related to public display and bulletin board use. The Library Director may approve exceptions to this policy on a case-by-case basis when deemed appropriate and consistent with the Library's mission and legal obligations.

VII. Related Documents & References

Include links or filenames for Policies, SOPS, forms or templates, system manuals

Document Name	Location or Link	Notes
Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Conduct expectations apply to use of display spaces.

Sponsorship Policy (MG-202503-E)	URL included after approved by Council	Applies when displays involve sponsored or promotional materials.
Photography & Video Recording Policy (MG-202505-A)	URL included after approved by Council	Images of displays may be subject to recording guidelines.
SOP – Needed: Public Posting Review & Removal		Describes approval and removal processes referenced in this policy.

VIII.	**Revision History**				
Track the changes made over time					
Version	Date	Description of Change	Author		Approved by
1.0	03.12.2025	New & Updated	Regina Reed		LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed		

IX.	**Appendices & Attachments**	
Checklists, screenshots, flowcharts, or sample forms that support the procedure.		
Document Name	Location or Link	Notes
Posting Request Form		Used to request approval for public postings.

Policy 7 LF-202503-G Food & Drink Policy

II. Purpose	
A short, clear statement of why this policy exists.	

The Leon Valley Public Library aims to maintain a clean, welcoming environment for all patrons while allowing reasonable food and drink consumption in designated areas. This policy outlines the guidelines for bringing and consuming food and beverages in the library.

III. Scope	
Defines where and to whom the policy applies.	

This policy applies to all patrons, visitors, staff, volunteers, and groups using Leon Valley Public Library facilities, including public spaces, study rooms, and meeting rooms.

IV. Policy Statement	
Defines where and to whom the policy applies.	

General Guidelines

Drinks in closed, resealable containers (e.g., bottles with lids, travel mugs, capped water bottles) are permitted in most areas of the library.

Light snacks (e.g., granola bars, crackers, fruit) may be consumed in general seating areas as long as they do not create messes, strong odors, or disturbances.

Patrons must clean up after themselves and dispose of trash properly.

Food and drinks must be kept away from library materials, computers, and other electronic equipment.

Restricted Areas

Food and drinks are not permitted:

- Near public computers or printers.
- In special collections or archives areas where materials require extra preservation care.
- In other areas where signs indicate food and drink restrictions.

Study Rooms & Meeting Rooms

Closed and resealable drinks are allowed in study rooms.

Food and drink are allowed in the meeting room, but groups must clean up all trash and return the room to its original condition after use.

Enforcement & Consequences

Patrons who fail to follow this policy may be asked to discard food or drinks or move to an appropriate area.

Repeated violations may result in temporary loss of food and drink privileges in the library.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	**Definition**
Closed, Resealable Container	A container designed to prevent spills or leaks when closed, such as a bottle, cup, or food container with a secure lid or seal.
Light Snacks	Small, non-messy food items intended for quick consumption that do not produce strong odors, excessive crumbs, or require utensils or heating.
Restricted Areas	Designated areas of the Leon Valley Public Library that are limited to authorized staff or approved users and are not open to unrestricted public access.

VI. Roles & Responsibilities
Who is responsible for following, enforcing, or maintaining this policy?

Meeting Room Users and Patrons

Meeting room users and patrons are responsible for complying with this policy, ensuring food and beverages are used only in permitted areas, cleaning up after themselves, and preventing damage to library materials, furnishings, or equipment.

Library Staff

Library staff are responsible for monitoring compliance with this policy, providing guidance to patrons as needed, and addressing violations in a consistent and respectful manner.

Library Director

The Library Director is responsible for the overall administration of this policy and for resolving disputes or approving exceptions related to food and drink use when necessary.

VII. Related Documents & References		
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	**Location or Link**	**Notes**
Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Addresses cleanliness and behavior related to food and drink.

Meeting Room Policy (LF-202503-D)	URL included after approved by Council	Food allowances may differ for meeting room use.
Study Room Policy (LF-202503-E)	URL included after approved by Council	Food restrictions apply to study room spaces.
SOP – Needed: Food Exceptions for Programs		Describes how exceptions referenced in this policy are approved.

VIII.	Revision History			
Track the changes made over time				
Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX.	Appendices & Attachments	
Checklists, screenshots, flowcharts, or sample forms that support the procedure.		
Document Name	Location or Link	Notes
Approved Food Exceptions List		Documents allowable exceptions under this policy.

Policy 8 LF-202503-H Unattended Property & Lost & Found Policy

I.	Overview			
Policy Title:	Unattended Property & Lost & Found Policy	Policy ID:	LF-202503-H	
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed	
Effective Date:	Upon City Council Approval	Reviewed by:	LAB	
Last Review:	01.08.2026	Next Review		
Version	1.5			
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.				

II.	Purpose
A short, clear statement of why this policy exists.	

The **Leon Valley Public Library** is not responsible for personal belongings left unattended in the library. This policy outlines procedures for handling lost and found items **and establishes expectations for patron responsibility and library staff response** to ensure a safe and organized environment.

III.	Scope
Defines where and to whom the policy applies.	

This policy applies to all patrons, visitors, and staff while on library property, including interior spaces, meeting rooms, study rooms, restrooms, and exterior areas directly adjacent to the library.

IV.	Policy Statement
Defines where and to whom the policy applies.	

Unattended Property

Patrons are responsible for their personal belongings at all times.

Library staff are not responsible for monitoring or securing unattended items.

Any unattended items left for **an extended period of time** may be considered lost and turned in to library staff.

For safety reasons, suspicious or unattended items **that pose a potential risk** may be reported to law enforcement **without prior notice.**

The library assumes no liability for loss, theft, or damage to unattended personal property.

Lost & Found Procedures

Found items will be held at the library's service desk for up to **fourteen (14) calendar days**.

Valuables (e.g., wallets, IDs, phones) will be immediately turned over to the Leon Valley Police Department **if not claimed promptly**.

Perishable, unsanitary, or hazardous items will be discarded immediately.

Library staff will make reasonable efforts to contact the owner of a found item if identification is available.

Items not claimed within the holding period will be disposed of or donated in accordance with library procedures and applicable local regulations.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	Definition
Hazardous Items	Items that pose a potential risk to health, safety, or property, including but not limited to chemicals, flammable materials, weapons, or substances prohibited by law or library policy.
Lost Item	Personal property found on library premises after being misplaced or left behind by a patron.
Perishable Items	Items that spoil, decay, or deteriorate over time, including food, beverages, or other organic materials.
Unattended Property	Personal belongings left without supervision on library premises for a period of time, regardless of intent to return.
Valuables	Personal property of significant monetary or personal value, including but not limited to wallets, jewelry, electronics, or identification documents.

VI. Roles & Responsibilities
Who is responsible for following, enforcing, or maintaining this policy?

Patrons

Patrons are responsible for maintaining possession of their personal belongings at all times while using the library. Patrons must promptly claim lost items with appropriate identification and acknowledge that the library is not responsible for unattended personal property.

Library Director

The Library Director is responsible for oversight of this policy and serves as the final authority on matters related to unattended property and lost and found procedures.

Library Staff

Library staff are responsible for accepting found items, securing and logging lost property, making reasonable efforts to contact owners when identification is available, and following established safety protocols when handling unattended or suspicious items.

VII. Related Documents & References		
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes

Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Addresses unattended belongings and safety considerations.
Incident Report & Documentation Policy (MG-202512-A)	URL included after approved by Council	Used when unattended property presents safety or security concerns.
Emergency Closures & Safety Policy (LF-202512-B)	URL included after approved by Council	Applies when unattended items affect emergency response.
SOP – Needed: Lost & Found Handling & Disposal		Describes handling and retention procedures referenced in this policy.

VIII.   Revision History
Track the changes made over time

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX.   Appendices & Attachments
Checklists, screenshots, flowcharts, or sample forms that support the procedure.

Document Name	Location or Link	Notes
Lost & Found Log		Tracks items handled under this policy.

Policy 9 LF-202503-I Bicycle Policy

I.	Overview		
Policy Title:	Bicycle Policy	Policy ID:	LF-202503-I
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II.	Purpose
A short, clear statement of why this policy exists.	

The Leon Valley Public Library provides designated bicycle parking to promote accessibility, sustainability, and alternative transportation options. This policy establishes guidelines for bicycle parking, safety expectations, and responsibilities for individuals who bring bicycles onto library property.

III.	Scope
Defines where and to whom the policy applies.	

This policy applies to all patrons, visitors, and staff who bring bicycles onto Leon Valley Public Library property, including exterior grounds, sidewalks, and parking areas.
This policy does not apply to motorized vehicles, scooters, or mobility devices used as personal assistive equipment.

IV.	Policy Statement
Defines where and to whom the policy applies.	

Bicycle Parking Guidelines

- The library has bicycle locks available for use.

- Bicycles must be parked in designated bicycle racks.

- Bicycles may not be locked to handrails, benches, signs, fencing, trees, or any part of the library building.

- The library is not responsible for lost, stolen, or damaged bicycles or accessories.

- **Bicycles should be secured in a manner that does not obstruct walkways, entrances, ramps, or accessibility features.**

- Unattended or improperly parked bicycles may be subject to removal by law enforcement **or other authorized personnel**.

Safety & Conduct

- Bicycles may not be ridden on sidewalks leading to library entrances to ensure pedestrian safety.

- Bicyclists must follow all applicable local, state, and federal traffic laws while on library property.

- **Bicycles are not permitted inside the library building unless used as a mobility assistive device.**

- Library staff are not responsible for monitoring bicycle parking or providing security.

V.	Definitions
Clarifies any terms, acronyms, or library-specific jargon.	

Term	Definition
Bicycle	A human-powered, two- or three-wheeled vehicle designed for transportation or recreation, including electric-assisted bicycles where permitted by law.
Designated Bicycle Rack	A library-approved fixture located on library property intended for the secure parking of bicycles.
Library Property	All buildings, grounds, fixtures, furnishings, and outdoor areas owned, leased, or operated by the Leon Valley Public Library.

VI.	Roles & Responsibilities
Who is responsible for following, enforcing, or maintaining this policy?	

Bicycle Users

Bicycle users are responsible for properly securing bicycles in designated racks, complying with this policy and all posted signage, and assuming all risk related to bicycle storage on library property.

Library Staff

Library staff are not responsible for supervising, securing, or monitoring bicycles. Staff may notify appropriate authorities if bicycles are improperly parked or pose safety or accessibility concerns.

Library Director

The Library Director is responsible for the administration and interpretation of this policy and for coordinating with City departments as needed.

VII.	Related Documents & References	
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes
Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Conduct expectations apply to bicycle use on library property.
Emergency Closures & Safety Policy (LF-202512-B)	URL included after approved by Council	Bicycle access may be restricted during emergencies.

VIII.   Revision History

Track the changes made over time

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX.   Appendices & Attachments

Checklists, screenshots, flowcharts, or sample forms that support the procedure.

Document Name	Location or Link	Notes
Bicycle Parking Rules Signage		Communicates bicycle use expectations under this policy.

Policy 10 LF-202512-A Public Programs & Events Policy

I.	Overview		
Policy Title:	Public Programs & Events Policy	Policy ID:	LF-202512-A
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II.	Purpose
A short, clear statement of why this policy exists.	

The purpose of the Public Programs & Events Policy is to establish guidelines for the planning, promotion, participation, and conduct of library-sponsored programs and events. The Leon Valley Public Library offers programs to support lifelong learning, literacy, cultural enrichment, civic engagement, and community connection in alignment with the library's mission and available resources.

III.	Scope
Defines where and to whom the policy applies.	

This policy applies to all public programs and events sponsored, hosted, or co-sponsored by the Leon Valley Public Library, whether held on library premises, offsite, or virtually. It applies to programs intended for all ages, including children, teens, and adults.

IV.	Policy Statement
Defines where and to whom the policy applies.	

Program Selection & Planning

Library programs are developed and selected based on:

- Community interests and informational needs
- Educational, cultural, or recreational value
- Availability of staff, space, and funding
- Inclusivity and accessibility
- Alignment with the library's mission and strategic goals

The library reserves the right to determine program content, format, scheduling, and attendance limits.

Attendance & Participation

- Most programs are free and open to the public unless otherwise stated.
- Some programs may require advance registration due to space or material limitations.

- Age-specific programs are restricted to the intended audience for safety and developmental appropriateness.
- Children attending programs must be accompanied and supervised according to the library's Caregiver Policy.

Behavior & Conduct

All program participants are expected to comply with:

- The Library Code of Conduct
- Staff instructions during programs or events

Disruptive, unsafe, or inappropriate behavior may result in removal from a program or event.

Photography, Recording, & Media

- Library programs may be photographed or recorded for promotional or documentation purposes.
- Attendance at a public program constitutes implied consent for incidental inclusion in photographs or recordings.
- Patrons who do not wish to be photographed should notify library staff in advance when feasible.

Cancellations & Changes

The library reserves the right to cancel, reschedule, or modify programs due to:

- Presenter availability
- Weather or emergencies
- Low registration or attendance
- Operational needs

Reasonable notice will be provided whenever possible.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	Definition
Co-Sponsored Program	A program developed in partnership with another organization, where the library retains oversight and policy authority.
Library Program	An event, class, presentation, or activity planned, sponsored, or hosted by the library for public participation.
Library-Sponsored	Programs fully organized, funded, and presented by the library or its staff.
Presenter/Performer	An individual or group providing content or instruction during a library program.
Registration	A process requiring advance sign-up to manage attendance, space, or materials.

VI.   Roles & Responsibilities

Program Participants

Program participants are responsible for following all library policies, respecting presenters, staff, and other attendees, and maintaining appropriate behavior during programs and events. Failure to comply may result in removal from a program.

Library Staff

Library staff are responsible for planning, coordinating, promoting, and facilitating library programs and events, as well as monitoring participation and addressing policy violations as they occur.

Library Director

The Library Director provides overall oversight of public programming, including approval of partnerships, co-sponsored events, and final authority on program-related decisions.

VII.   Related Documents & References

Include links or filenames for Policies, SOPS, forms or templates, system manuals

Document Name	Location or Link	Notes
Incident Report & Documentation Policy (MG-202512-A)	URL included after approved by Council	Emergency situations addressed by this policy require incident documentation.
Children's & Unattended Minors Policy (LF-202503-A)	URL included after approved by Council	Emergency responses must account for minors present in the facility.
Caregiver Policy (LF-202503-B)	URL included after approved by Council	Clarifies responsibility for dependents during emergencies.
ADA & Accessibility Policy (MG-202503-D)	URL included after approved by Council	Accessibility considerations apply to emergency procedures.
SOP – Needed: Emergency Response & Evacuation Procedures		Describes staff actions referenced during emergency situations.
SOP – Needed: Emergency Communications & Notifications		Outlines how closures and safety alerts are communicated.

VIII.   Revision History

Track the changes made over time

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	

IX.   Appendices & Attachments

Checklists, screenshots, flowcharts, or sample forms that support the procedure.

Document Name	Location or Link	Notes
Emergency Closure Notification Template		Used to notify the public of closures under this policy.
Emergency Evacuation Map & Assembly Points		Visual reference used during evacuations.
Emergency Contact List		Provides contacts referenced during emergency response.

Policy 11 LF-202512-B Emergency Closures & Safety Policy

I. Overview			
Policy Title:	Emergency Closures & Safety Policy	Policy ID:	LF-202512-B
Category:	LF Library Facilities, Behavior, & Usage Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II. Purpose
A short, clear statement of why this policy exists.

The Emergency Closures & Safety Policy establishes guidelines for responding to emergencies, hazardous conditions, and unexpected events that may impact the safety of patrons, staff, or library facilities. The Leon Valley Public Library is committed to protecting public health and safety while maintaining continuity of service whenever possible.

III. Scope
Defines where and to whom the policy applies.

This policy applies to all library patrons, staff, volunteers, and visitors and covers temporary or extended closures, evacuations, shelter-in-place situations, and service modifications resulting from emergency conditions.

IV. Policy Statement
Defines where and to whom the policy applies.

Types of Emergency Situations

Emergency actions may be taken in response to, but are not limited to:

- Severe weather (e.g., flooding, extreme heat, winter storms)
- Power, water, or HVAC failures
- Fire, gas leaks, or structural damage
- Public health emergencies
- Security threats or criminal activity
- Direction from city, county, or emergency management authorities

Emergency Closures & Service Adjustments

The library may close fully or partially, adjust hours, or restrict access when conditions warrant. Closures may be:

- Immediate (no advance notice when safety is at risk)
- Planned (anticipated events such as severe weather)

During closures:

- Programs and meeting room reservations may be canceled or rescheduled.
- Due dates may be extended at the Library Director's discretion.
- Digital resources may remain available when feasible.

Communication

The library will make reasonable efforts to notify the public of closures or service changes through:

- The library website
- Social media platforms
- Posted signage
- City communication channels, when applicable

Safety Procedures

During emergency situations, patrons and staff are expected to:

- Follow instructions from library staff and emergency personnel
- Evacuate or shelter in place when directed
- Refrain from interfering with emergency response efforts

Library staff are authorized to take immediate action to protect life and property, including closing the facility or contacting emergency services.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	**Definition**
Emergency Closure	The temporary full or partial closure of library facilities or services due to conditions that pose a risk to health, safety, or property.
Emergency Situation	Any unforeseen or hazardous condition that threatens the safety of patrons, staff, or library facilities, including but not limited to severe weather, infrastructure failures, public health emergencies, or security incidents.
Evacuation	The orderly removal of patrons and staff from library property when continued occupancy presents a safety risk.
Shelter in Place	A safety response requiring patrons and staff to remain inside the library or a designated area during an emergency when evacuation is unsafe.
Service Modification	A temporary change to library services, hours, access, or operations implemented in response to an emergency situation.
Temporary Closure	A short-term suspension of public access to all or part of the library due to emergency conditions or safety concerns.

VI. Roles & Responsibilities	
Who is responsible for following, enforcing, or maintaining this policy?	

Patrons

Patrons are responsible for complying with emergency instructions, evacuating or sheltering as directed, and prioritizing personal safety.

Library Staff

Library staff are responsible for implementing emergency procedures, assisting patrons as appropriate, and reporting incidents to the Library Director.

Library Director

The Library Director is responsible for authorizing emergency closures, coordinating with city leadership and emergency services, approving service adjustments, and determining when normal operations may safely resume.

Policy Review & Authority

This policy operates in coordination with applicable city emergency management plans and local, state, and federal regulations. Emergency decisions may be made without prior notice when necessary to protect public safety.

VII.	Related Documents & References	
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes
Leon Valley Public Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Recording activity intersects with conduct expectations in library spaces.
Children's & Unattended Minors Policy (LF-202503-A)	URL included after approved by Council	Addresses privacy considerations involving minors.
Meeting Room Policy (LF-202503-D)	URL included after approved by Council	Recording restrictions may apply during meetings or events.
Emergency Closures & Safety Policy (LF-202512-B)	URL included after approved by Council	Recording may be restricted during emergency situations.
SOP – Needed: Media Requests & Press Coordination		Describes handling of media requests referenced in this policy.

VIII.	Revision History			
Track the changes made over time				
Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	

IX.	Appendices & Attachments	
Checklists, screenshots, flowcharts, or sample forms that support the procedure.		
Document Name	Location or Link	Notes
Photography / Video Release Form		Documents consent related to recording activities.