



CONCEALING & CARRYING WEAPONS ON LIBRARY PROPERTY POLICY

POLICY STATEMENT:

The Rock Island Public Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

PROCEDURES:

1. If you spot someone carrying a weapon on library property, call 911.
2. Discreetly relay the information to all staff in the immediate area, and let them know you have called the police.
3. Contact the closest supervisor.
4. Contact administrative staff as soon as possible.
5. If at the branch and no supervisor is available, call a supervisor at a different building and the Library Director as soon as possible.
6. Once the incident is complete, all parties witnessing the incident will fill out an Incident Report Form.
7. If a patron witnesses the incident, they may fill out a form or be interviewed by a staff person for their eyewitness account.

REGULATIONS:

In conformance with State Statute, the Library will post at all entrances to the building, driveways, and parking areas of the Library the required signs as approved by the State Police.

GUIDELINES:

Never put yourself or patrons in harm's way.

Use an office phone to call emergency responders. Do not call from the public area, unless the weapon is being used to harm people.

BOARD APPROVED:

11/19/2013

4/19/2016