



San Francisco Public Library

Date: July 13, 2007
To: Library Commissioners
From: Jill Bourne, Deputy City Librarian

Re: Request for amendment to the *Guidelines for Library Use*

The agenda for the July 19, 2007 Library Commission meeting includes an item regarding proposed amendments to the *Guidelines for Library Use*. Under this item, the Commission will consider a motion to amend the *Guidelines* to add nine additional rules that have been recommended by Library security and public services staff.

BACKGROUND

Public safety is a priority for the San Francisco Public Library. Through multiple efforts related to security, facilities management, staff training, and interagency partnerships, the Library is committed to addressing ongoing and emerging concerns about safety within and around all Library facilities.

The Guidelines provide rules for Library use in order to ensure that users may have a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. The current version of the *Guidelines* were adopted by the Commission in 2001. They have not been amended since that time.

To implement the Library's public safety initiative, staff members must have the tools they need to uphold adopted policies and rules for behavior. These rules must be both current and relevant.

Through discussions with Library security and public services staff, it has become clear that the current *Guidelines* are somewhat outdated in that they do not address the range of security issues the Library currently faces.

RECOMMENDED ACTION

The Library has worked with security and public services staff to draft proposed amendments to the *Guidelines*. We have attached those amendments for your review and possible approval at the July 19, 2007 meeting. The attached document provides the language of the existing *Guidelines for Library Use*, with proposed additions underlined within the text. The additional nine rules are recommended by staff who repeatedly witness these activities in Library facilities.

Library staff strongly supports these additions. Including these behaviors in the *Guidelines for Library Use* will give staff the ability to enforce these rules consistently and maintain the safety of Library facilities and accessibility of Library resources.

The Library requests a motion to approve the proposed amendment to the *Guidelines for Library Use*, to add nine additional restricted behaviors.

Please feel free to call me with any questions.