

## **LRC Safety and Security Policy**

The River Parishes Community College Library and Learning Lab 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 LRC, however, some security precautions will be taken in order to maintain the safety and security of all patrons, staff, and the Library's resources and equipment.

All students are expected to adhere to behavior guidelines detailed in "REGULATIONS GOVERNING STUDENT BEHAVIOR" in the RPCC Student Handbook. Failure by the student to adhere to the Regulations Governing Student Behavior will result in civil, and/or disciplinary 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.

### **Suspected Damage to Resources or Equipment**

All book bags, backpacks, and other bags are subject to search a) when the 3M Security System's alarm is sounded and/or b) when a staff member has reason to suspect that a crime has been committed (deliberate damage and/or theft of Library materials and equipment).

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 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 and/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 Dean of Students' office. If it is determined that a crime has been committed, the supervisor will 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 resources or equipment must be reported to the Director of Library Services along with a Library Security Incident Report. A copy of the form must be given to Head of Technical Services also 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 be forwarded to the Dean of Students' office also so that appropriate blocks can be put on the student's records. If equipment has been damaged, notify the campus Property Control officer.

**RPCC Library Services  
Security Incident Report**

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Book     Video     CD     Serial     Microform     Equipment  
 Theft     Minor Damage     Major Damage

Title: \_\_\_\_\_ Barcode: \_\_\_\_\_

Suspect's Name: \_\_\_\_\_

Suspect's Student ID# or Driver's License # \_\_\_\_\_

Suspect's Address: \_\_\_\_\_

\_\_\_\_\_

Description of Incident: \_\_\_\_\_

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If police were called, include all documentation.

Forward this original form to Director of Library Services

Forward 1 copy to the Dean of Students' office and 1 copy to Head of Technical Services