



GETTING PATRONS SET UP TO USE THE COMPUTERS:

The following procedure is to be used by Library staff or volunteers in getting patrons set up to use the computers in the computer room:

- Upon entering the computer room, ask the patron to stand by the door until the Library staff member or volunteer has set up the computer for the patron.
- Once the computer has been set up, and the patron has successfully logged on, the Library staff person may leave the computer, and the patron may sit to use the computer.
- Please refrain from leaning over patrons to assist them. If the patron needs further assistance, the Library staff person should ask the patron to move out of the chair so that the Library staff person can sit in front of the computer to provide assistance.

REGARDING SEXUAL HARASSMENT :

To help comply with the Town's sexual harassment policy as set forth in the Handbook of Procedures and Policies for Employees of the Town of Lake Park (Employee Handbook) and avoid any misperceptions, Library staff members must avoid any form of physical contact with patrons, volunteers, and other staff members.

All staff members must report any patrons, volunteers, or other staff members engaging in sexual harassment towards a staff member to the Assistant Library Director or Library Director, who shall immediately report it to the Human Resources Department.

If a patron is observed violating the Town's sexual harassment policy, the patron will be informed that sexual harassment is not tolerated and will be asked to leave the Library and may be trespassed.

CONTACTING PBSO:

If at any time a Library staff member or volunteer observes disruptive behavior or potential criminal activity on the part of any Library patron, they are to find a safe area and call 911 if it is an emergency or push the panic button. Once you are safe and the incident is reported, notify the Assistant Library Director or Library Director immediately.

If you are in a non-emergency situation or to trespass an individual, call PBSO Dispatch at 561-688-3466.