

The background is a solid teal color. On the right side, there is a large, dark teal circular shape that overlaps with a pattern of stylized, overlapping leaves. The leaves are in various shades of teal and dark green, creating a layered, organic effect.

Policy and Procedures that Promote Safety in the Library

NHLTA SPRING CONFERENCE

May 1, 2025

Introduction

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Presentation Overview

- Definitions for a common vocabulary
- Why safety and respect in the workplace matters
- Core principles that support safety and respect
- Policies and procedures review
- RSA review
- Pro-active steps to take

A Common Vocabulary

Definitions

Abuse

Assault

Battery

Harassment

Sexual
Harassment

Tresspass



Why It Matters

Creating
safe spaces
for staff
creates a
culture of
care



Zero Tolerance Policy

Physical abuse,
sexual harassment,
and disrespect are
not tolerated

Library
Code of
Conduct

Applies to all
employees,
contractors, visitors,
and leadership

Safety
Policy

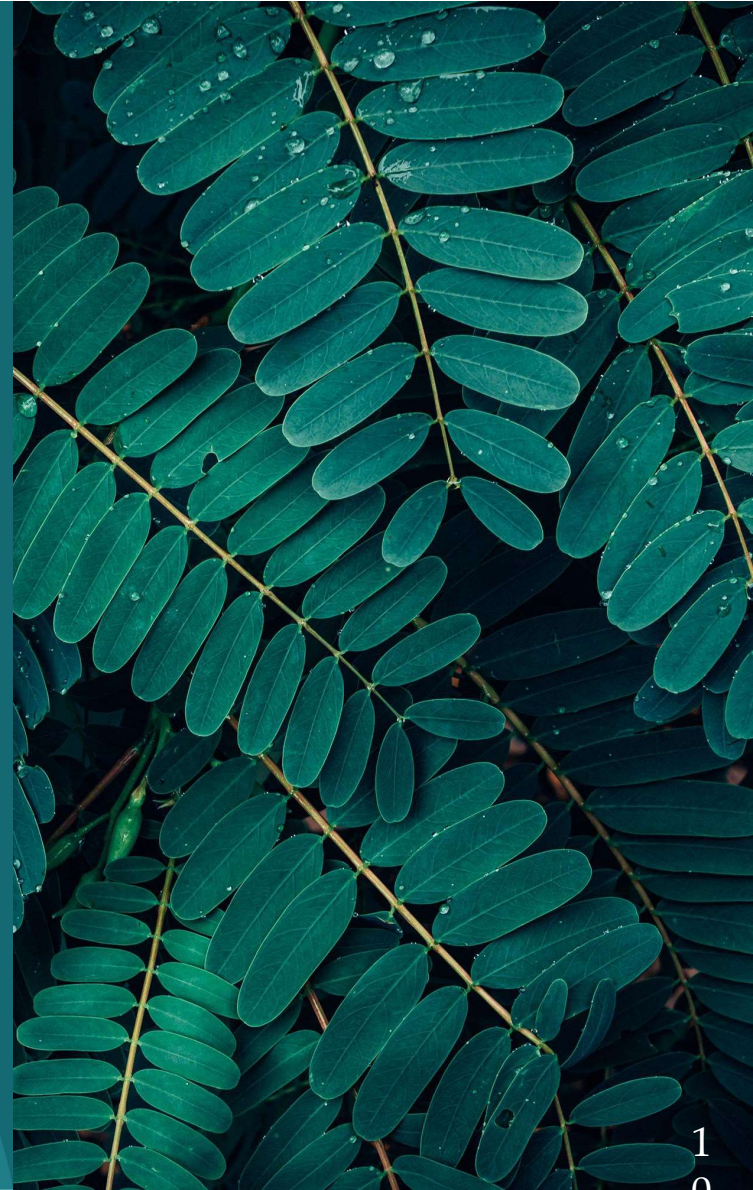
Non-retaliation for
reporting violations

Personnel
Policy

Core Principles



Policies & Procedures



Policies



Library Conduct Policy
(also known as Patron Conduct
Policy)



Safety Policy



Personnel Policy

Procedures



Annual Training



Accessible Reporting Systems



Investigation and Resolution



Modeling by Leadership

Monitoring & Continuous Improvement





RSA Review

RSA 631. Assault

631:1 First Degree Assault

631:2 Second Degree Assault

631:2-a Simple Assault

631:3 Reckless Conduct

631:4 Criminal Threatening

Additional Legal Terminology

Stalking

Harassment

Criminal
Trespass

The Kinds of “Orders”



Restraining
Orders

The diagram features two rounded rectangular boxes side-by-side. The left box is teal and contains the text 'Restraining Orders'. The right box is maroon and contains the text 'No Trespass Orders'. Both boxes are enclosed within a larger, light teal circle. The background of the slide is a dark teal color with a large, light teal circle on the right side.

No Trespass
Orders

source: <https://www.courts.nh.gov/self-help/restraining-orders>

Resources & Articles

- *A Model Protocol for Response to Adult Sexual Assault Cases* (NH Attorney General) <https://mm.nh.gov/files/uploads/doj/remote-docs/adult-sa-protocol-2024-edition.pdf>
- *Protocols for Identifying, Investigating, and Reporting Hate Crimes and Civil Rights Violations* (NH Attorney General) <https://mm.nh.gov/files/uploads/doj/remote-docs/civil-rights-protocols.pdf>
- [Keep Library Workers Safe | American Libraries Magazine](#)
- "ALA Condemns Threats of Violence in Libraries", American Library Association, June 24, 2022, <https://www.ala.org/news/press-releases/2022/06/ala-condemns-threats-violence-libraries> (Accessed November 4, 2024), Document ID: 1542cf0c-1fa3-4483-8e13-5ae8f02518b0
- "Letter of Concern to FBI Regarding Threats of Violence in Libraries", American Library Association, September 27, 2022, <https://www.ala.org/advocacy/letter-concern-fbi-regarding-threats-violence-libraries> (Accessed November 4, 2024), Document ID: e40a866d-dcaf-4c8f-80d7-033716febcb0
- "Hateful Conduct in Libraries: Supporting Library Workers and Patrons", American Library Association, December 7, 2018, <https://www.ala.org/advocacy/hatefulconduct> (Accessed November 7, 2024), Document ID: c4c6ed51-09e3-4129-b40b-47da63b3dd55
- "Resolution on Gun Violence Affecting Libraries, Library Workers, and Library Patrons", American Library Association, February 6, 2017, <https://www.ala.org/advocacy/intfreedom/statementspols/ifresolutions/gunviolence> (Accessed November 7, 2024), Document ID: 78c94bd0-99b2-4992-9848-b63b60c6374c

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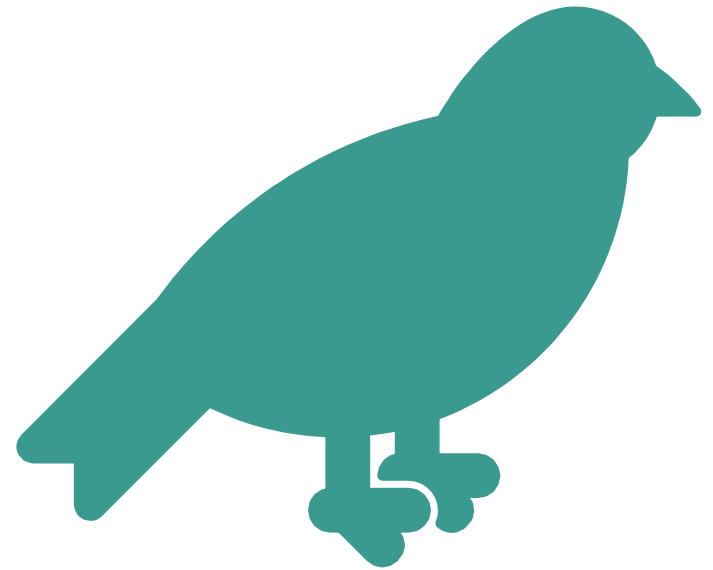


Conclusion

Your
Questions?



A big
shoutout to
Jen Finch at
NHSL!



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Sources

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- <https://www.courts.nh.gov/self-help/restraining-orders#Civil-Restraining-Order>
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