

JBCL Public Area Safety & Obstruction Policy

Purpose

To ensure the safety of library users, staff, and visitors by maintaining clear, obstruction-free public service areas and walkways.

Scope

This policy applies to all library public spaces, including service desks, shared equipment areas, walkways, and emergency exit routes.

Policy Statement

All library public service areas and walkways should remain free of obstruction. Personal transportation devices and personal belongings may not be placed in areas that pose a safety risk.

Prohibited Items

The following items are not permitted in designated service or walkway areas:

- Scooters, bicycles, skateboards
- Unattended bags, backpacks, carts, or items that obstruct service points or walkways
- University Policy References: [University Bikes & Wheels Regulations](#)

Designated Storage

Users must store prohibited items in approved, designated storage locations (i.e., in bike racks located outside the library, within public seating spaces, etc.). Items left in restricted areas may be relocated to mitigate safety risks.

Operational Guidance for Staff

To support a safe environment for everyone, library staff and student employees may enforce this policy as needed, making compliance requests promptly and respectfully.

Incident Response

Any injury or fall must be reported immediately to a supervisor and documented through the appropriate [institutional incident](#) (Risk Management) reporting process. Additionally, report the incident to Library Administration.

Review

Policy should be reviewed at a minimum every three (3) years or following any safety-related incident.

Responsible

Policy owner: Circulation

History

Reviewed and approved by Dean's Leadership Council:
Reviewed 2/18/2026; Approved 2/19/2026