



HANDLING OF WEAPONS PROCEDURE

Person has weapon on them

No weapons are allowed on Library premises; individuals are asked to leave the Library and not return until they no longer have a weapon in their possession.

Administrative Order 1.030p

- Weapons are prohibited on the Library premises as provided in Section 4.885 through 4.895 of the Eugene Code, 1971.

Administrative Order 1.030q

- No person shall bring on the Library premises, so as to be visible by Library patrons or staff, items which would not normally be used in a Library and which, when displayed, would be perceived by a reasonable person to be a potential weapon. Such items include, but are not limited to, machetes, knives, swords, box-cutters, and mace.

The exception is if someone has a concealed weapon permit. They are allowed to bring in the weapon, but it must be fully concealed.

Weapons are not confiscated or held for patrons due to safety and liability risks. Depending on the weapon, it might be appropriate to notify the police and possibly issue an Immediate Restriction. An Incident Report should be written.

Examples of how to approach the situation:

Staff: I don't know if you realize that we don't allow people to bring weapons in to the library. Please leave and come back, but without the weapon.

Staff: I don't know if you realize that we don't allow people to bring weapons or objects that could be perceived as a weapon. I notice the knife in your pocket. Please leave and come back, but without the knife.

Patron: But it's just a pocket knife, it's a tool not a weapon.

Staff: I understand that, however some people would perceive it as a potential weapon. We want the library to be, and feel, safe for everyone. Please remove the knife.

Staff: I don't know if you realize that we don't allow people to bring weapons in to the library. I see a knife on the outside pocket of your backpack. Please leave and come back, but without the knife.

Patron: I'll just put it in my backpack.

Staff: Our rule is that there are no weapons in the library. So, I'm sorry, but please leave and come back, but without the knife. Thank you.

Staff: I don't know if you realize that we don't allow people to bring weapons in to the library. Please leave and come back, but without the gun.

Patron: I have a concealed carry permit, so I'm allowed to have it here.

Staff: That is true, however it is not concealed enough because I saw it. Please go outside or in the restroom and fully conceal it. Thank you.

Procedure for handling found weapon at Downtown Library

The following steps are to be taken if a weapon is found by Library staff or turned in by a patron.

- 1 – The Library staff person who learns of the weapon notifies the ICOB immediately.
- 2 – Secure the weapon in the following ways and take a photo before moving the weapon or drugs:
 - a) If the weapon is a gun or something that would be unsafe to move, ICOB and/or Security Officers will secure the area by asking staff and patrons nearby to leave that area. For safety considerations, they will not touch the weapon.
 - b) Other type of weapon, ICOB and/or Security Officer will take the weapon to the Custodial office. It will be placed in the designated drawer marked with blue tape, and the Custodial office door will be locked.
- 3 – ICOB notifies Eugene Police Department immediately to come and collect the weapon. Call the non-emergency number.
- 4 – If something was placed in the Custodial office, notify Custodial staff about the situation.
- 5 – When the police arrive, the ICOB and/or the Security Officer will take them to where the weapon is located. Notify Custodial that the weapon has been removed from their office.
- 6 – Write an Incident Report. Note the name of the police officer who took possession of the weapon.