



# Leonard Lief Library Student Discipline Policy

## Procedures for Dealing with Disruptive Students

Please follow these steps when dealing with students with disciplinary problems:

1. Please warn student - politely but firmly - about the problem (too much noise, disrespectful of other patrons, etc.).
2. Do not ask to see students' IDs - this is Public Safety's role.
3. If student does not cooperate - please inform your immediate supervisor or the Library Office (x8577).
4. If you don't achieve results - or situation is dangerously escalating - don't hesitate to call Public Safety (x8228).
5. Please turn over incident to Public Safety - do not accompany them when confronting students.
6. Public Safety will ID the student and file an Incident Report, which will be distributed to Student Affairs and the Library Office. Please cooperate with Public Safety with information for their report.
7. If unique or persistent problem - please bring it to the attention of the Chief Librarian.