



WESTBURY MEMORIAL PUBLIC LIBRARY

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Policies and Procedures

HARASSMENT POLICY

The Westbury Memorial Public Library is committed to providing a safe and secure environment that promotes respect, dignity, and equality for all members of the Library community. For the purposes of this policy, the term “harassment” shall refer to any written, verbal, or electronic communication or physical act which intimidates, threatens or harms another.

Harassment is detrimental to the library environment. It interferes with the mission of the Library and disrupts its operations. Such behavior affects not only the patrons or the employees who are the targets but also those individuals who participate in and witness such acts.

To this end, all forms of harassment are strictly prohibited in library facilities, on library grounds and at all library-sponsored activities, programs, and events.

In order for this policy to be effectively enforced and for prompt corrective measures to be taken, it is essential that all victims and persons with knowledge of harassment report such behavior immediately to the Director. The Director will promptly investigate all complaints, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. However, limited disclosure may be necessary to complete a thorough investigation and to take suitable action.

If, after appropriate investigation, the Director finds that a patron has violated this policy, prompt corrective action will be taken. If the Director finds that an employee has violated this policy, prompt corrective and/or disciplinary action will be taken.

All complainants and those who participate in the investigation of a complaint shall be free from retaliation of any kind.

Adopted: January 20, 2022