

BREACHES: APPENDIX 1

www.bl.uk/visit/reading-rooms

The following guidelines are for use when determining the appropriate actions when dealing with “formal” offences where a manager has been called to the incident. Minor offences will be dealt with on an informal basis.

Breaches of Conditions of Use				
A	Abusive, rude or unreasonable behaviour (towards staff or other readers; inconsiderate behaviour; refusal to abide by regulations regarding noise in reading rooms)			
Category	Type of offence	Sanction		Responsibility
1	First offence (not serious or threatening)	Stage 1	Verbal warning	Reading Room Manager (Grade B or above)
	First offence (more serious or verbal warning not accepted)	Stage 2	Written warning	Reader & Visitor Services Manager (or SB4 Deputy)
2	Second offence	Stage 1	Removal of pass (or deactivation on RRS)	Reading Room Manager (Grade B or above)
		Stage 2	Short term suspension (1 -3 months)	Reader & Visitor Services Manager (or SB4 Deputy)
3	Extreme behaviour (likely to be injurious to health and safety of others) or Repeat offence (following previous temporary suspension)	Stage 1	Removal of pass (or deactivation on RRS)	Reading Room Manager (Grade B or above)
		Stage 2	Permanent suspension	Reader & Visitor Services Manager (or SB4 Deputy)

B	Removal of collection items from reading room			
Category	Type of offence	Sanction		Responsibility
1	Removal of collection item from Reading Room	Stage 1	Removal of pass (or deactivation on RRS)	Reading Room Manager (Grade B or above)
	Mitigating circumstances (e.g. Library convinced removal was accidental; new reader with little experience)	Stage 2	Short term suspension (1 -3 months)	Reader & Visitor Services Manager (or SB4 Deputy)
	No Mitigating circumstances Or Second offence		Permanent suspension	Reader & Visitor Services Manager (or SB4 Deputy)
2	Removal of collection items from building (identified after the event by staff or the police)	Stage 1	Permanent suspension (criminal prosecution in appropriate cases)	Reader & Visitor Services Manager (or SB4 Deputy)