

Suspension of Library Privileges Policy

(Adopted March 28, 2018)

In order to provide a safe and comfortable environment for the entire community, the Stickney Forest View Public Library District has established a Patron Code of Conduct Policy. Repeated or severe violations to this policy may lead to the temporary suspension of Library privileges.

In the event of problem behavior, the Library may take (but is not limited to) the following actions:

- Ask you to discontinue the problem behavior
- Ask you to leave the Library property for the day
- Ban you from Library property for a period of time, depending on the severity of the issue.
 - The Director has ultimate discretion for the level of action taken for violating policy
- Call the police to address illegal activities, disturbances, or disruptive behavior.

For a first time minor violation to policy, the patron will receive a verbal or written warning. A copy of the Library's Patron Code of Conduct Policy indicating which part of the policy has been violated may also be included.

If a patron continually violates Library policy over a period of time, incident reports will be kept and provided to the Library Director in addition to verbal or written warnings provided to the patron.

All staff members may provide verbal warnings to Library patrons for violations to Library policy. Managers on duty may suspend a patron for the day for severe or repeated violations of policy. The Library Director or Director's designee is able to suspend patrons for an extended period of time, up to one year.

Patron Complaints of Problem Behavior

If a patron registers a complaint about another library patron to library staff:

- Staff will immediately ask, "Do you feel physically threatened?"
 - If the answer is "yes," police will be automatically called.
 - If the answer is "no," police will not be called unless staff determine that to be a necessary action.
- If police are called, an incident report will be filed, with the Director being responsible for any internal procedures and disciplinary actions taken.

Banning Procedure

One or more incident reports must be on file for patrons who repeatedly or severely violate Library policy. The Director or designee will issue a written ban letter to the individual involved. The letter shall indicate the reasons for the ban and the time period of the ban, as well as instructions for the right to appeal the ban.

The Director or designee shall notify all staff and the Library Board President of the decision, providing a description of the underlying behavior and name and description of the banned individual.

The Director will review and may reconsider the decision to ban an individual upon written request of the individual and may shorten or terminate the banning period if information submitted by the individual warrants such modification. Until such time as the banning letter has been reviewed and/or modified by the Director or reversed on appeal by the Library Board, the individual may not use the Library, other than to attend public meetings.

Alternative Juvenile Banning Procedure

As an alternative to banning a juvenile, a supervisor and a staff member may restrict a juvenile from independent use of the Library for a period of 30 days (first restriction) or 90 days (second restriction.) The juvenile whose Library use is restricted may use the library during the specified period only when the juvenile is accompanied by a responsible parent or guardian. The juvenile's parent or guardian must be notified of the restriction via certified mail. Failure to abide by the restriction may lead to banning of the juvenile from the Library.

Appeal Procedure

1. Notice of Appeal: The Director's written determination may be appealed to the Library Board if the aggrieved individual files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with the Library Director.
2. Decision: Within 30 days of the completion of the appeal, the Board shall issue a written decision. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of review.

Non-Compliance with Ban/Trespassing

If a banned individual enters the Library before the return date listed in the ban letter, police will be called and the individual will be removed from Library property and may be arrested for trespassing. A copy of the ban letter shall be made available for law enforcement personnel.

Patron Code of Conduct Policy Enforcement Scale

Enforcement of the Library's Patron Code of Conduct Policy may vary, depending on the severity of the behavior, and is ultimately up to the discretion of Library Director. Anyone violating the regulations of the Library may, at the discretion of the person in charge of the building, be asked to leave the premises and revoke library privileges for the day. Staff will notify the Police Department if an individual fails to heed staff requests.

Severe or repeated violations of policy may result in suspension of Library privileges for up to one year. Written notification shall be made whenever actions concerning severe or repeated violations occur. An individual wishing to file an appeal shall submit a written document to the Library Director.

Minor violations of policy – including, but not limited to, disruptive behavior, occupying areas of the library that are age inappropriate, bringing in pets other than service animals, and/or lack of proper attire

- 1st offense – verbal or written warning
- 2nd offense – suspension for the day
- 3rd offense – suspension for a week
- 4th offense – suspension for a month
- 5th offense – indefinite suspension of at least one month

Severe violations of policy – including, but not limited to, trespassing, threatening behavior, and/or damage or theft to Library property

- 1st offense – minimum suspension of one week
- 2nd offense – minimum suspension of one month
- 3rd offense – indefinite suspension of at least one month

Related

75 ILCS 16/30-55.55 – Exclusion of certain persons from library.
SFVPLD Patron Code of Conduct Policy