

## Suspension of Library Services Policy

The Library Director will keep a confidential file of information on incidents in which a form has been filed. The purpose of the file is to track any serious problems that are reported by the staff. It will be used to document incidents of inappropriate behavior and to track problems of a reoccurring nature.

The Library Director may suspend library services for individuals in response to inappropriate behavior. Library services may be suspended anywhere from three days for minor infractions, to permanent suspension for criminal offenses, depending upon severity and frequency of behavior.

If the decision is made to suspend a patron for more than the remainder of the day, the Library Director will complete a "Notice of Library Suspension" letter. A copy will be made available to the patron. In the case of a minor, the library will attempt to notify the parent or guardian and provide them with a copy of the letter.

### Behavior infractions and staff response:

Behavior infractions will be divided into three categories: Inappropriate or Disruptive, Violent or Threatening, and Criminal. Staff response will vary according to infraction ranging from a verbal warning to a ban of one year or longer, detailed below.

#### 1 - Inappropriate or disruptive behavior may include:

- Loud talking or yelling
- Loud audio equipment or phones
- Suggestive actions or behavior
- Food in the library
- Inappropriate dress (no shoes, shirts or swimming suits)
- Blocking entrances or pathways
- Running or chasing
- Climbing on furniture
- Littering
- Swearing, cursing, or disrespectful language
- Excessive displays of affection

Staff response: Up to two verbal warnings will be given by the staff. If a third warning is needed, you may be asked to leave the library for the day. If you do not comply, or return after being asked to leave, you may receive a three day ban.

#### 2 – Violent or threatening behavior may include:

- Hitting or punching
- Verbal abuse of staff or other patrons
- Excessive emotional, hostile, or uncontrolled behavior

- Intentional entry into restricted areas of the building
- Possession of alcohol
- Panhandling or soliciting
- Intrusive behavior including staring at or following staff or patrons with the intent to annoy, harass, violate privacy, or otherwise interfere with staff or patron activities
- Possession of firearms or other weapons

Staff response: Staff response will vary according to the severity of the disruption or threat, ranging from a warning, being asked to leave for the day, or calling the police. A ban for up to a month may follow from the Library Director depending upon the severity of the behavior. Continuance of the behavior may result in a ban of one year or longer.

3 – Criminal behavior may include:

- Physical assault
- Alcohol or drug intoxication
- Exhibitionism
- Inappropriate touching or other sexual harassment
- Possession of illegal drugs
- Child pornography
- Theft
- Vandalism

Staff response: Staff will respond by calling the police for any of the above infractions. A ban of one year or longer may follow from the Library Director.

Fairbury Public Library  
Notice of Library Suspension

Name: \_\_\_\_\_

Date of Library Suspension: \_\_\_\_\_

Your visitor privileges to the Library are suspended for a period of: \_\_\_\_\_ day(s)/week(s).

This means you may not enter the Fairbury Public Library from \_\_\_\_\_ to \_\_\_\_\_.

Your access to the Library will be restored on \_\_\_\_\_.

Reason for suspension: \_\_\_\_\_

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You are receiving this notice of suspension due to the behavior listed above, and/or other history of inappropriate behavioral conduct at the library. If you enter the library before the return date listed above, the police will be called and charges may be filed for trespassing.

Any patron suspended for more than one day can appeal the suspension by contact the Library Director in writing, within five days of the suspension. The Library Director will consult with staff, review the incident report and related documentation, and any written information provided by the patron. The patron may also schedule an appointment with the Library Director to discuss the suspension. After reviewing the information, the suspension period may be terminated, shortened, or remain in place. The Library Director will inform the patron of the decision in writing.

If still in disagreement, the patron may then appeal to the Library Board of Trustees via a written notice of appeal within 10 days after receipt of the Library Director's determination. The notice of appeal must be sent to both the Library Director and the Library Board President, care of Fairbury Public Library, 601 7<sup>th</sup> Street, Fairbury, NE 68352. The Library Board of Trustees will review the suspension at the next regularly scheduled meeting of the Library Board. The patron will be provided with notice of the meeting date. A parent or guardian must accompany a minor (under the age of 18) to the meeting. The Library Board of Trustees will hear the appeal and will vote to uphold or dismiss the suspension. The patron will be notified by letter of the decision of the Library Board of Trustees.

**THE ABOVE SUSPENSION REMAINS IN EFFECT DURING THIS REVIEW PROCESS AND PATRON MAY ONLY RETURN TO THE LIBRARY IF/WHEN THE ABOVE SUSPENSION IS TERMINATED EITHER THROUGH THE APPEALS PROCESS OR COMPLETION OF ORIGINAL TERMS.**

Suspension Appeal Determination – Library Director

Name: \_\_\_\_\_

Reason for suspension: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

After reviewing the above suspension, it has been determined that your suspension

IS IS NOT warranted.

If it was determined that it was warranted, your suspension will remain in effect until

\_\_\_\_\_

If it was determined that it was not warranted, your suspension is withdrawn effective immediately and your library privileges are restored.

Library Director's  
Signature \_\_\_\_\_

Comments:

## Suspension Appeal Determination – Library Board of Trustees

Name: \_\_\_\_\_

Reason for suspension: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

After reviewing the above suspension at the \_\_\_\_\_ Board meeting, it has been determined that your suspension

IS IS NOT warranted.

If it was determined that it was warranted, your suspension will remain in effect until

\_\_\_\_\_

If it was determined that it was not warranted, your suspension is withdrawn effective immediately and you library privileges are restored.

Library Board President's Signature \_\_\_\_\_

Comments: