

POLICY

Subject: Patron Exclusion from Use of Library/Services Policy

Adopted: April 12, 2005

Amended: April 9, 2019

Reviewed: February 15, 2024

The Library Board may exclude from use of the library and its services for a period of up to one (1) year all people who willfully violate any rules or regulations established by the Library Board. The Board authorizes the Director and other members of the staff as designated by the Director to deny the use of the library and/or its services to any individual who willfully violates any such rules or regulation.

Examples of willful violations of library rules and regulations include, but are not limited to:

- failure to return library materials or failure to pay for lost library materials
- repeated failure to return library material in a timely manner
- destruction of library property
- continued disturbance of other patrons
- interfering with library personnel in the performance of their duties
- threatening or harassing library personnel in the performance of their duties

In the event that the Director excludes an individual from the library and/or use of its services for more than ten (10) days due to a willful violation of library rules and regulations, the following procedure shall be employed and such individuals shall be furnished with the following information:

1. A written statement of the reasons for the denial of library privileges and the length of the exclusion.
2. The individual has the right to a timely and impartial administrative hearing before the Library Board or a committee appointed by the Board.
3. The hearing must be requested by the individual in writing within three (3) working days of notice of the exclusion. Failure to make such a timely request shall result in exclusion for the original length of time
4. If the hearing is requested in writing in a timely manner, it shall be held within seven (7) working days.
5. At the hearing, the individual shall be allowed to:
 - a. Present arguments or have them represented by an attorney.
 - b. Cross examine witnesses relied upon by the Director in establishing the exclusion.
6. A written decision of the Library Board (or committee) with reasons shall be sent to the individual within seven (7) days.

In every instance in which an individual is excluded from the library and/or use of services for more than ten (10) days, the Director shall make a full report to the Library Board.

Resources: ALA Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage; ALA Guidelines for the Development and Implementation of Policies, Regulations, and Procedures affecting access to Library Materials, Services, and Facilities.