

Banning Procedure

1. The Director will consult with staff involved in the incident and provide a written decision
2. The written decision will outline the period during which the patrons will not be allowed to enter the Library and will specify the reasons for the determination
3. The patron and staff will be notified in writing of the reasons and length of time the patron must remain out of the Library
4. A copy of the written decision will also be sent to the Library Board President and police
5. The Director may review or reconsider the decision upon written request of the patron and may shorten or terminate the period of banning if information submitted by the patron warrants such modification. The Director will respond in writing and notify the individual the determination of the appeals process.

Incident Reports

Incident reports must be completed and submitted to the Library Director within 24 hours of any incident which requires staff to contact outside assistance, such as police and in other situations in which the Director and staff should be informed of possible repercussions. Copies of these reports will be kept at the Circulation Desk along with a log of banned and problem patrons, including the dates, details of the offense and period of expulsion. This information will be available for staff and police to review in case of repeat offenders. In addition to written reports, staff are encouraged to talk through upsetting incidents to share in a confidential setting their knowledge of possible problems with other staff who might be involved.

~Approved by the Board of Trustees October 9, 2008