

PANKHURST MEMORIAL LIBRARY

Amboy, Illinois

Suspension of Library Privileges Policy

In the event that a patron fails to adhere to any portion of the Patron Behavior Policy and/or is disruptive and/or abusive to staff or other patrons, the Head Librarian may exercise the right to formally bar that patron from the Library for a period ranging in length from one day to three months (ninety days).

In the case of minor disruptions, the violating patron will receive two verbal warnings. At the third offense, the patron will be ordered to leave the building for the rest of the day. Examples of minor disruption include, but are not limited to:

- a. Eating or drinking.
- b. Sleeping.
- c. Harassing others, either verbally or through actions. (Harassment may include such actions as initiating unwanted conversations with other Library users or employees and impeding access to the building or an area in the building.)
- d. Smoking.
- e. Bringing any animals, except one assisting a disabled or visually impaired person or as sanctioned by the Library, into the building.
- f. Excessive noise.
- g. Excessive use and ringing of mobile phones or pagers within the library that disturbs other patrons.
- h. Selling for profit or soliciting for charitable purposes on Library property, except for the Friends of the Library.
- i. Distributing leaflets within the Library building.
- j. Operating wheeled vehicles or using any wheeled footwear inside the building such as bicycles, tricycles, roller skates, roller blades, and skateboards, except for strollers or where such use is to afford a disabled person access to the Library.

In case of extreme disturbances, the offender may be ordered to leave the building immediately. Examples of extreme disturbances include:

- a. Entering without shirt or shoes.
- b. Fighting.
- c. Theft.
- d. Vandalism.
- e. Destruction or misuse of any property or structure.
- f. Possession of any illicit substance.
- g. Possession of weapons or other harmful substances.

- h. Hindering or bribing employees of the Library.
- i. Disorderly conduct.
- j. Public indecency.
- k. Any other unlawful conduct.

Any patrons who have been asked to leave the building due to a disturbance resulting in damage to or destruction of Library property will have their Library privileges revoked immediately by the Head Librarian. Patrons' Library privileges will continue to be revoked until such time as restitution is made for the full cost of the damage or destruction.

An incident report shall be filed by the Person-in-Charge of the Library at the time any infraction of the Patron Behavior Policy or Suspension of Library Privileges Policy occurs. Violators shall be shown a copy of the standards at the time a warning is issued and will be advised of the next course of action to be taken by the Library if the unacceptable behavior continues.

Unless the patron's conduct has been violent and/or has been disruptive on more than one prior occasion, the first instance of barring should not exceed one month and constitute a formal warning. If a patron's disruptive behavior is not addressed by the initial barring, subsequent barring can be up to three months in duration.

Patrons who have demonstrated chronic disruptive and abusive behavior may be banned permanently from the Library.

A letter formally authorizing suspension of a patron's access to the library may be transmitted by registered mail and a record of this action filed with Incident Reports documenting the disruptive behavior. The period of exclusion shall begin on the day the registered letter is signed for by the patron or the date upon which the letter is handed to the patron, whichever is earlier.

If a patron's Library privileges are revoked by the Head Librarian, the Head Librarian shall inform the Board of Library Trustees of the matter at the next regular meeting of the Board.

A patron whose Library privileges have been revoked by the Head Librarian may appeal the decision in writing to the Board of Library Trustees. The Board of Library Trustees will hear the appeal at their next regularly scheduled meeting. The patron's Library privileges shall be reinstated by the Head Librarian from the time that the written appeal is filed by the patron until such time as the Board of Library Trustees rules on the appeal. The decision of the Board of Library Trustees shall be final.

END OF POLICY