

# **Carter Lake Public Library**

## **Suspension and Banning Policy**

All Carter Lake Public Library staff are authorized to suspend library privileges of patrons for up to two weeks for violations of the Library's Loitering Policy or Patron Conduct Policy, including banning patrons from entering the Library. Failure to comply with this ban will result in the patron being issued a 90 day ban. The Library Director and/or Assistant Director is authorized to suspend library privileges of patrons for up to 90 days based on the severity of the violation(s). Violations will be reviewed case by case, and if the Library Board deems necessary a 90-day ban will be issued. Patrons will be issued a 90-day ban automatically if they have to be removed by law enforcement.

Staff must submit a signed and written Incident Report no later than the next business day whenever a patron's privileges have been suspended under this policy. The report will, at the least, include the name of the patron, the name of the parent and guardian if the patron is under 18 years of age, the description and date of the incident, and the length of time the patron's library privileges will be suspended. Parents or guardians will be called if the patron is under 18 years of age.

If the name of the patron cannot be obtained, the library may use a photograph or video of the patron to note and enforce the ban. In such instances, an effort will be made to obtain the name of the patron to update the records related to the incident and banning.

Notice of the suspension of privileges and banning will be given to the patron in the form of a letter stating why they are being banned, the length of the ban, the date when the ban was issued, and when it will be lifted. Patrons will be asked to sign the document acknowledging the ban and the reasons given. Patrons will be given a copy of this form while the original letter will be kept on file with the incident report and any other applicable documents. In the case of patrons under 18 if library staff is unable to contact the parent or guardian the form will be mailed to their address if applicable.

If necessary, the library reserves the right to forward these documents to the police or other parties. Suspension of patron access includes the denial of entry onto the library's premises. Such entry will be considered trespassing. The library reserves the right to extend the length of the ban, call the police, and/or take appropriate legal action depending on the circumstances for entry onto the premises. Extensions to the length of the ban will be communicated to the banned patron and noted in a separate Incident Report.

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