

Carter Lake Public Library

90-Day Ban Notice

Patron is receiving this notice because they have failed to follow the Carter Lake Public Library and Carter Lake Community Center policies regarding patron conduct and behavior while on library/community center premises.

The following are some possible reasons for this ban: (this is NOT a finite list)

- Continually ignoring Library Staff warnings about behavior and/or after already receiving a two-week ban prior.
- Failing to comply with the two-week ban notice.
- Behavior in the library went against the Library's Loitering Policy/Patron Code of Conduct despite receiving a warning to fix your behavior.
- Visibly intoxicated/impaired
- Harassing staff or patrons whether it is sexual/verbal/physical harassment
- Threatening/ or harming whether it is verbal/physical library staff or patrons

The patron is not allowed to enter the library/community center or be on library premises for 90 days. Failure to comply with this ban will result in the patron being removed from library property by law enforcement. If the patron repeatedly breaks the ban they will be charged with trespassing.

I, _____, understand that I am receiving this notice for failing to comply with library policies. I understand that I cannot be on the library premises until the date the ban is lifted. I understand that if I fail to comply with the ban I will be escorted off the premises by law enforcement. If I continue to break the ban I understand that my ban will be extended and I will be charged with trespassing.

Date Ban is Issued: _____ Patron's Name: _____

Age: _____ Date of Birth: _____

Date Ban is lifted: _____ Patron's Signature: _____

Library Staff Name: _____

Library Staff Signature: _____

Staff will be required to fill out an incident report to have on file.

90-Day Ban Policy
June 2023
Amended March 2025
Amended November 2025