Chelsea District Library
Policy & Procedure

Policy Section 4: Facility and Equipment
Board Approval Date: Jan.16, 2018
Revised**:** March, 20, 2018

Subject: 435 Library Violations Enforcement Policy

Purpose:
The purpose of this policy is to provide a process for addressing violations of the Chelsea District Library policies. This Library Violations Enforcement Policy will set forth the process and procedure for violations of all Library policies, including but not limited to the Patron Behavior, Internet Use, and Meeting Rooms.

Library Director/Designee's Right to Suspend Privileges:
Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, suspension of the patron's access to Library facilities for a set period of time, or denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

Incident Reports:
Library Staff shall record in the form of a written Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges by the end of the day on which the incident occurred. An Incident Report shall be forwarded to the Library Director for logging and review. The Incident Report should include physical descriptions in addition to the name of the patron. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges:

A. *General Violations*: Unless otherwise provided in Section IV.B of this Library Violations Enforcement Policy, the Library shall handle violations as follows:

   1. *Initial Violation*: Library patrons observed violating a Library Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.

   2. *Subsequent Violations*: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

B. *Violations that Affect Safety and Security*: Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse, violence, threatening behaviors, child pornography or obscenity, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation*: The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. If violations of this nature involve a minor, the minor's parent will be notified as soon after the event occurs as possible, once police have been called. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

2. *Subsequent Violations*: The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations of the same rule *shall* result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

Reinstatement:

A. Meeting with Director: All patrons whose privileges have been limited or suspended shall request a meeting with the Director or the Director's designee to review the Library Policy that was the subject of the violation before their privileges may be reinstated.

B. Conditions Upon Reinstatement: For any violations, specific conditions pertaining to the violator's use of the library may be set before library privileges are reinstated. For violations involving potential safety and security issues as described in B1 above, conditions *will* be placed on the violator's use of the library, the specific nature of which will be at the director's discretion. A written record will be kept of the conditions once imposed. The violator will be required to sign the record of conditions and will be given a copy. The Library's "written record" can be in electronic form.

Right of Appeal:

Patrons (1) whose privileges have been limited or suspended or (2) who have had conditions placed upon their reinstatement may appeal that decision to the Library Director and/or the Library Board per Policy #170 Right to Appeal.