

# **Suspension Policy**

The Millbrook Library is committed to provide library services to all patrons and staff in an environment that is safe, welcoming, and hospitable in accordance with our mission statement. To ensure this type of environment, a Patron Code of Conduct has been developed and approved. If a patron violates the Patron Code of Conduct, they will be subject to progressive disciplinary actions as outlined in this policy.

The following guidelines and procedures will be used when a library patron has violated the Code of Conduct to the degree where suspension from the library and its grounds are appropriate. The length of the suspension will be dependent upon the nature and severity of the violation, and is at the discretion of the Library Director and/or the Board of Trustees, using the following guidelines:

## **One-Week Suspension**

Behaviors meriting this type of action include:

- refusing to comply with standard rules as outlined in the Patron Code of Conduct;
- minor disruptive behaviors;
- initial response when patrons are not complying with the Code of Conduct, including, but not limited to, tobacco product use and/or vaping.

## **One Month/30-Day Suspension**

Behaviors meriting this type of action include:

- repeat offense of behaviors which would merit a one-week suspension;
- “cooling down” period is needed;
- inappropriate language directed at staff, volunteers, Board members and/or fellow patrons.

## **Three Month/90-Day Suspension**

Behaviors meriting this type of action include:

- repeat infractions that would merit a one month/30-day suspension.

## **Six Months/180-Day Suspension**

Behaviors meriting this type of action include:

- repeat infractions that would merit a three month/90-day suspension.
- pronounced disruptive behavior and serious violations of the Code of Conduct;
- significant verbal abuse of staff, Board members, volunteers and/or other patrons
- patrons who have had a 30-day suspension and/or who continue to violate the Code of Conduct.

## **One-Year Suspension**

Behaviors meriting this type of action include:

- repeat infractions that would merit a six month/180-day suspension;
- verbal and/or physical threatening behavior;
- criminal activity in the library (police are usually called for this type of incident and the patron may be arrested);
- patrons who have repeatedly violated the Code of Conduct and have a prior history of suspensions from the library.

### **Expulsion/Permanent Loss of Privileges**

Behaviors meriting this type of action include:

- repeat infractions that would merit a one-year suspension;
- physical assaults;
- death threats, either verbal or writing;
- shooting a gun and/or brandishing any type of weapon in the library;
- threatening behavior towards children;
- stalking a patron(s) and/or a staff member(s).

The Library Director and the Board of Trustees will determine if an expulsion is appropriate.

### **General Information**

In every instance, the Library Director and the Board of Trustees will review the suspension and determine whether the length of the suspension needs to be extended. The Library Director and the Board of Trustees reserve the right to ban a patron "until further notice" to provide sufficient time to investigate and review an incident.

A suspension notice will be given in written form and sent via USPS and email to the person, parent or responsible adult and will include the reason(s) for the suspension and length of the suspension. However, if the Library is unable to contact the patron by mail or email, verbal notice will be considered sufficient.

### **Appeal Process**

The suspended patron will be advised that if they want to appeal this decision, they must notify the Library Director in writing within ten (10) business days of the date of the suspension notice. They may not enter the library to issue said communication. Only suspensions of a duration of one month/30-days or longer may be appealed.

The appeal process will involve an Appeal Board which will consist of the two (2) Board of Trustee Officers and the Library Director and/or their designee. A representative from the Mid-Hudson Library System may be included on the Appeal Board for Expulsions/Permanent Loss of Privileges. The decision of the Appeal Board will be issued within ten (10) business days and their decision is final.

Approved by the Millbrook Library Board of Trustees May 29, 2019.