

Suspension Policy

The Millbrook Library is dedicated to providing library services in accordance with our mission statement in an environment that is safe, welcoming, and hospitable to patrons and staff. To promote this environment, the Patron Code of Conduct has been approved. If a patron violates the Patron Code of Conduct, they will be subject to progressive disciplinary actions.

The following guidelines are to be used when a library patron has violated the Code of Conduct policy sufficiently to require banning from the library and its grounds. The length of the ban is dependent upon the nature of the violation and is at the discretion of the Library Director and/or the Board of Trustees, using the following framework as a general guideline.

- One-day ban - for behavior such as refusing to comply with standard rules as outlined in the Patron Code of Conduct. This is considered appropriate for minor disruptive behavior and should be considered the initial response when patrons are not complying with the Code of Conduct.
- One-week ban - This is when a patron repeats behavior such as refusing to comply with standard rules as outlined in the Patron Code of Conduct for the second time in 6 months.
- Thirty-day ban - This is when a patron repeats behavior such as refusing to comply with standard rules as outlined in the Patron Code of Conduct for the third time in 6 months.
- 90-day ban - This will apply to individuals who have received at least one thirty-day ban.
- Six months ban - for pronounced disruptive behavior and serious violations of the Code of Conduct. This includes patrons who have had a 90-day ban and/or who continue to violate the Code of Conduct.
- One-year ban - Repeat or extreme offenses will result in extended bans of up to one year as determined by the director and Board of Trustees.

Bans in excess of one year are reserved for extreme offenses or behavior. The Library Director and the Board of Trustees will determine the appropriate length of the ban.

The Library Director reserves the right to ban a patron “until further notice” to provide sufficient time to investigate and review an incident. Repeat or extreme offenses will result in extended bans of up to one year as determined by the director and Board of Trustees.

A notice of suspension may be given verbally but any suspension beyond one day will be accompanied, wherever possible, by written notices sent via USPS and email to the person, parent, or responsible adult and will include the reason(s) for the suspension or ban. However, if the Library is unable to contact the patron by mail or email, verbal notice will be considered sufficient.

The patron will be advised that if they want to appeal this decision, they must contact the Library Director within 10 days of the date of this document by phone, or written notice. They may not enter the library to issue said communication. The Director and/or their designee will then issue a decision, which is final.

Approved by the Millbrook Library Board of Trustees May 29, 2019, revised on April 18, 2023.