

## **Oliver Wolcott Library**

### **Policy on Suspension of Library Privileges and Appeal of Suspension of Library Privileges**

The Library Board of Trustees and the staff are responsible for providing a comfortable, welcoming environment for all library users and staff, and for safeguarding the library's assets. To accomplish these objectives the Board of Trustees has established behavior and non-harassment policies. In those rare circumstances where violations of these policies occur, the Library Director may find it necessary to take increasing levels of action ranging from asking the patron to leave the library for the remainder of the day, to the patron's loss of all library privileges for an extended period, to legal prosecution. The level of action shall be determined on a case-by-case basis and shall be within the sole discretion of the Library Director or his/her designee.

If the loss of library privileges is indefinite or in excess of one year, the patron may after one year reapply in writing to the Library Director. If his or her written application demonstrates that the behavior resulting in their loss of privileges is unlikely to reoccur, the patron's privileges will be reinstated. If their written application does not demonstrate the probability of acceptable future behavior, the patron's loss of privileges will remain in effect. At the end of each year, the patron may again reapply.

### **Appeal Process**

Any patron who feels that he or she has lost their privileges unfairly shall submit a written report of such treatment to the President of the Library Board within fourteen (14) business days after the notification of loss of privileges. The President of the Library Board will bring this report to the Executive Committee to review. The Executive Committee will review and respond within fourteen (14) days.

In a similar manner, any patron who feels that his or her application for reinstatement has been unfairly denied shall submit a written report of such treatment to the President of the Library Board within fourteen (14) business days after the notification of loss of the denial. The President of the Library Board will bring this report to the Executive Committee to review. The Executive Committee will review and respond within fourteen (14) days.

During the time of any appeal process, the suspension will remain in effect.

The Library Director, President and Executive Committee shall consult with legal counsel before a final decision is rendered.

Approved 4/07