

Festus Public Library
Policy on Banning from Library Property

When a patron is disruptive and has not responded to staff requests to comply with library protocols, they will be asked to leave the property. A patron who is continually disruptive will be banned from the library for a specific length of time. In the case of persons under the age of 18, the parents or guardians will also be notified. Any library staff member is authorized to suspend a patron from library property or from using any of its facilities for a 48 hour period. The Library Director is authorized to suspend patrons from library property or from using any of its facilities for longer periods of time and will notify the Library Board of Trustees when a patron has been suspended. The suspended patron may appeal their suspension to the Library Board of Trustees in writing.

OFFENSE

Violation of Patron Behavior Policy	1 month to 1 year
Persistent disruptive, abusive or foul language; obscene gestures toward a patron or employee	1 month to 1 year
Threatening behavior toward a patron or staff member	1 month to 1 year
Intentional and offensive physical contact with a patron or employee	6 months to Permanent
Abuse of, or damage to Library property	6 months to Permanent
Theft of Library property	6 months to Permanent
Trespassing on Library property during the suspension	Doubles the suspension

The following is a "Notice of Suspension" that should be sent to a banned patron through certified (return receipt requested) mail.

NOTICE OF SUSPENSION

In accordance with the rules and regulations of the Festus Public Library you are hereby temporarily suspended from going upon library property, or using any of its facilities or equipment. If you are found on library property during the suspension, the police will be notified.

The reason for this suspension occurred on (date) when you (describe offense). This is a violation of the Festus Public Library Code of Conduct.

If you are dissatisfied, you have the right to appeal to the Library Board of Trustees. A written appeal must be made to the Library Board of Trustees within 7 days of this notice.

Date: _____

Library Director's Signature _____

LENGTH OF SUSPENSION: _____

RETURN NO EARLIER THAN: _____