

## SOLDOTNA PUBLIC LIBRARY SUSPENSION OF LIBRARY PRIVILEGES POLICY

This policy is designed to ensure Library facilities serve their primary purposes, including the provision of a quiet and orderly environment in which people may read, study, use library materials and equipment, and engage in quiet reflection. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

### **I. Suspension of Library Privileges**

The Library may suspend access to the Library for persons who fail to follow the Library's established behavior guidelines, which are detailed in the Patron Conduct Policy and Internet and Computer Use Policy. The Library reserves the right at all times to immediately discharge a patron who is dangerous or in any way threatening Library staff or other patrons. In addition, the Library may pursue remedies under Federal, State, or local law where applicable.

Library staff will consider the following guidelines to determine the length of the suspension:

- A. First offense: Library staff will inform the patron of the relevant conduct policy and warn the patron that continued violation of the policy will result in a loss of Library privileges. Staff may ask the patron to leave the Library property for one day if they are uncooperative or argumentative.
- B. Second offense: Library staff will ask the patron to leave the Library property for up to one week and will bar the patron from visiting the library during the suspension period.
- C. Third offense: Library staff will ask the patron to leave the Library property for up to one month and will bar the patron from visiting the library during the suspension period.
- D. Violent or physically intimidating behavior or any behavior a reasonable person would find to be harassing or threatening in nature to Library staff or visitors will result in the offender being barred from the library for up to six months (26 weeks), even if this is the patron's first offense.

## II. Suspension of Library Privileges for Minors

Restricted use for minors under the age of 18: As an alternative to suspending a minor for more than one day from Library facilities, Library staff may require the presence of a parent or guardian to allow the minor access to Library facilities during the specified suspension period.

## III. Appeals

A one-day suspension cannot be appealed.

In the case of a minor (under the age of 18) suspended for more than one day, Library staff will attempt to notify the parent or guardian.

Any patron suspended for more than one day can appeal the suspension by:

- Contacting Library Administration, in writing, within five working days of the suspension. The Library Director or designee will consult with staff, review the Incident Report and related documentation, and any written information provided by the patron. The patron may also schedule an appointment with the Library Director or designee to discuss the decision to suspend Library privileges. After reviewing information and/or meeting with the patron, the suspension period may be terminated or shortened, or the suspension may remain in place. The patron will be informed of the Library Administration's decision via telephone call, in person, email, or mailed letter.
- The patron may appeal the determination of Library Administration to the Library Advisory Board via a written notice of appeal within 10 days after receipt of the Library Administration determination. The notice of appeal shall be filed with both the Library Director and the Library Board President, care of Soldotna Public Library, 235 N. Binkley St., Soldotna, AK 99669. The Library Board will hold a hearing to discuss the suspension at the next regularly scheduled meeting of the Library Board. The patron will be provided at least 10 days' notice of the hearing date. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
- The Library Advisory Board will hear the appeal and will vote to uphold or dismiss the suspension. Library Administration will notify the patron by letter of the decision of the Library Advisory Board. The suspension will be in effect until this vote is taken.

Adopted by Library Board: October 21, 2013  
Approved by City Librarian: October 15, 2013

**SOLDOTNA PUBLIC LIBRARY  
NOTICE OF LIBRARY SUSPENSION**

Name: \_\_\_\_\_

Date of Library Suspension: \_\_\_\_\_

You are hereby notified that pursuant to Soldotna Municipal Code 2.12.050, Use of Library- Prohibited for Certain Misconduct, you are hereby advised that you are not allowed on the grounds or premises of the Joyce K. Carver Memorial Library (Soldotna Public Library).

Your visitor privileges to all Soldotna Public Library facilities are suspended for a period of \_\_\_\_\_ day(s)/week(s)

This means that you may not enter the Soldotna Public Library facility from \_\_\_\_\_ to \_\_\_\_\_. Your access to Soldotna Public Library will be restored on \_\_\_\_\_.

This letter is issued in accordance with Soldotna Municipal Code 2.12.050, Use of Library- Prohibited for Certain Misconduct. The specific violation is:

\_\_\_\_\_  
\_\_\_\_\_

Per Library staff member (name/signature) \_\_\_\_\_

Date: \_\_\_\_\_

**APPEAL PROCEDURE:**

Any patron suspended for more than one day can appeal the suspension by:

- Contacting Library Administration, in writing, within five working days of the suspension. The Library Director or designee will consult with staff, review the Incident Report and related documentation, and any written information provided by the patron. The patron may also schedule an appointment with the Library Director or designee to discuss the decision to suspend Library privileges. After reviewing information and/or meeting with the patron, the suspension period may be terminated or shortened, or the suspension may remain in place. The patron will be informed of the Library Administration decision in the most expedient fashion — via telephone call, in person, email, or mailed letter.
- The patron may appeal the determination of Library Administration to the Library Advisory Board via a written notice of appeal within 10 days after receipt of the Library Administration determination. The notice of appeal shall be filed with both the Library Director and the Library Board President, care of Soldotna Public Library, 235 N. Binkley St. Soldotna, AK 99669. The Library Board will hold a hearing to discuss the suspension at the next regularly scheduled meeting of the Library Board. The patron will be provided at least 10 days' notice of the hearing date. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
- The Library Advisory Board will hear the appeal and will vote to uphold or dismiss the suspension. Library Administration will notify the patron by letter of the decision of the Library Advisory Board. The suspension will be in effect until this vote is taken.

**SOLDOTNA PUBLIC LIBRARY  
NOTICE OF HEARING – LIBRARY SUSPENSION**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Note: A parent or guardian must accompany a minor (under the age of 18) to the hearing.

**SOLDOTNA PUBLIC LIBRARY  
SUSPENSION HEARING DETERMINATION LETTER**

On \_\_\_\_\_, a hearing was held whereby you appealed your Library suspension to the Library Advisory Board. After considering the facts, the Library Board has determined that your suspension is (or is not) warranted. Your suspension will remain in effect until \_\_\_\_\_. After that date your Library privileges will be restored. (OR: Effective immediately your suspension is withdrawn, and your Library privileges are restored.)