

## Patron Barring Procedure Rockwell Falls Public Library

To be used when the patron has violated the Library Usage/Anti-Harassment Policy.

The length of the bar should be based on the nature of the violation. This is in place to protect the library as well as the patron.

- One day bar is for behavior such as refusing to comply with standard rules in the Library Usage Policy. This is for more minor disruptive behavior and should be considered the basic response when patrons are having a hard time handling library rules. One day can serve to calm people down without causing further disruption.
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- 7 day bar is used when a “cooling down” period is needed. This is for verbal abuse or inappropriate language rather than an assault. This also applies to repeat offenders who have already been barred for one day several times. This is a common length of time for security to bar patrons when they feel they get out of hand.
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- 30 day bar is for more pronounced disruptive behavior and for more serious violations of the Library Usage Policy. This includes significant verbal harassment of staff or other patrons. This also includes patrons who have had prior one day or 30 day bars and who continue violations.
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- One year bar is for very serious problems, such as verbally or physically threatening behavior, physical assaults of patrons and/or staff, or criminal activity in the library, with review for possible continuation. The police are usually called for this type of incident and the patron may be arrested. Serious assaults could be “I’ll kill you if I see you again”. This can also include patrons who have repeatedly violated the Library Usage Policy and have a prior history of suspensions from the library. At the end of the barring year, the administration will review the barring and decide whether the period of time needs to be extended.
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- Beyond one year for the most serious incidents such as shooting a gun in the library, threatening behavior towards children, or stalking a staff member. The Library Director will review this barring and make the appropriate decision as to the length of the barring. Prior to the end of the barring period, the Library Director will review the barring and decide whether the period of time needs to be extended.

The Library Board works with the Library Director to make all decisions concerning barring patrons. A notice of suspension may be given verbally but any suspension beyond *one day* will be accompanied by a written notice to the person, parent or responsible adult and will include the reason(s) for the suspension or bar. If a patron is asked to leave for the remainder of the day and does not comply, the police will be called to assist removing the patron from the library premises.

The patron will be advised that if he/she wants to appeal this decision, he/she must contact the Library Director within 10 days of the date of this document. The Director and/or his/her designee will meet with the patron and then issue a decision concerning the matter.

Adopted: 5/4/2020

Amended: 4/21/2022