



## ENFORCEMENT OF POLICIES

### LEVELS OF ENFORCEMENT

Any library staff member is authorized to issue informal warnings regarding conduct that violates policy. The Executive Director or delegated library staff are authorized to enforce policy and will do so in a reasonable, courteous but firm manner in one of two ways.

- A. **Progressive Enforcement.** Certain activities and behaviors will be subject to progressive enforcement as follows:
  - a. Warning
  - b. Expulsion from all library grounds for remainder of day
  - c. Suspension from all library grounds for one month
  - d. Suspension for one year and/or permanent ban from all library grounds
- B. **Immediate Suspension and/or Permanent Ban.** Certain activities and behaviors warrant contact with and enforcement by local authorities or otherwise constitute an immediate and more serious threat to the welfare of the library staff and its patrons, and for which the Executive or Assistant Director are authorized to immediately impose a suspension of one month, one year or permanent ban of an individual from all library grounds.

### REPORTING CONDUCT

Any patron or staff member who witnesses or is a victim of such conduct should immediately inform staff so that this policy can be enforced by the Executive or Assistant Director or, if necessary, so the local authorities can be called. In some cases, witnesses or victims will be asked by library staff for detailed accounts and personally identifiable information or need to be available for interviews with the local authorities.

### NOTICE AND APPEAL

Notice of suspension from the premises (No Trespass Notice) shall be delivered to that person by personal service or by the US mail. Notice of permanent ban shall be in the form of a written stay-away notice and shall be delivered to that person by personal service or by mail addressed to that person's last known address. Failure to abide by such notice of suspension or permanent ban shall constitute trespass. Appeals of suspension may be made to the Executive Director who is authorized to reverse, modify, impose temporary restrictions, or affirm the original decision.