

## **VIOLATIONS AND APPEAL POLICY**

### **I. Purpose.**

The purpose of this policy is to provide a process for addressing violations of the Ecorse Public Library policies. This Library Violations and Appeal Policy ("Policy") will set forth the process and procedure for violations of certain Library policies in which there is a violation and appeal provision, including but not limited to the Patron Behavior, Internet Use, and Children and Vulnerable Adults in the Library Policies.

### **II. Library Director/Designee's Right to Suspend Privileges.**

All visitors who enter the Library and its premises are expected to understand and adhere to the expectations detailed in the Library's Patron Behavior Policy. Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

### **III. Incident Reports.**

Library staff shall record in writing in the form of an Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and shared with the Library Director for logging and review. The Incident Report should include physical descriptions of the patron in addition to the name of the patron, if their name is known, and be as detailed and objective as possible. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

### **IV. Violation of the Policy – Suspension of Privileges.**

Severity of violations may necessitate more advanced action on the part of the Director or the Director's designee. Patrons asked to leave will be allowed back after a set time, depending on the severity of their offence, and if they violated Library policy before. The severity of a violation will be determined by the Director or their designee.

*A. General Violations.* Unless otherwise provided in Section IV.B of this Policy, the Library shall handle violations as follows:

1. *Initial Violation:* Library patrons observed violating a Library policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request or complies initially and then resumes behavior later or in the presence of different staff members, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

2. *Subsequent Violations*: The Director or their designee may further limit or suspend the patron's Library privileges if violations of the same rule continue during subsequent Library visits. Such limitation or suspension shall be in writing specifying the nature of the violation and the nature of the limitation being placed on patron privileges, if applicable. Subsequent violations of the same rule shall result in additional suspensions of increasing length, which are made at the determination of the Director or their designee.

B. *Violations that Affect Safety and Security*. Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse, violence, threatening behaviors, child pornography or obscenity, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons constitute major violations of Library policy. Violations of this nature will result in no less than a 1(one) year suspension, and may be extended up to a permanent ban from the Library and its grounds.

## **V. Reinstatement.**

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library policy that was the subject of the violation before their privileges may be reinstated. This meeting shall take place after the conditions of the limitation have been met. For example, if a patron has been asked to leave the Library for the duration of one month, the patron will be able to meet with the Director or their Designee only after that one month has passed. The Director may also attach reasonable conditions to any reinstatement.

## **VI. Right of Appeal.**

Patrons may appeal a decision (1) to limit or suspend privileges or (2) to attach conditions to any reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked or limited or the conditions were made. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved by the Board of Trustees 2023

Revised by the Board of Trustees April 13, 2026