

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Patron Exclusion Policy
POLICY NUMBER: 6067

According to the Placentia Library District Policy 6065 – Rules of Conduct Policy, patrons who violate the code of conduct will be asked to cease the behavior by District personnel. After being warned, if behavior persists, then the violator will be asked to leave the premises for the day. The first occurrence requiring staff to order person to leave results in the person being excluded from District premises for one day to one week to one month; any future occurrence earns twelve months. This procedure details the process for banning an offending patron for periods less than one year.

6067.1 Immediate Exclusion

Patrons who violate one or more rules listed on Policy 6065 - Rules of Conduct Policy while on District property will be asked to leave immediately and excluded from District premises. This violation will be considered a first offense.

- 6065.1** Committing or attempting to commit in any activity prohibited by federal, state, or local law.
- 6065.4** Smoking and/or selling of any tobacco product, marijuana or marijuana products, including vaping, inside the library and in the Outdoor Library Experience (OLE) area is prohibited. Disposal of any part of any tobacco product, marijuana or marijuana products on District property is prohibited.
- 6065.5** Consuming and/or selling any alcoholic liquor on District property is prohibited. Patrons who inhale, breathe or drink any compound, liquid, chemical, or any substance known as glue, adhesive cement, mucilage, dope, or any other material or substance or combination thereof with the intent of becoming intoxicated, elated, dazed, paralyzed, irrational, or in any other manner changing, distorting or disturbing the eyesight, thinking process, judgment, balance, or coordination of such patron. For the purpose of this section, any such condition so induced shall be deemed to be an intoxicated condition.
- 6065.6** Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching/kissing, and obscene acts.
- 6065.8** Carrying firearms and dangerous weapons of any type except by law enforcement only.
- 6065.20** Loud, disorderly or disruptive behavior will not be tolerated

Additionally, in the event that a patron's behavior constitutes a perceived imminent serious threat to District property, other library patrons, volunteers, and/or staff, District staff may call the police for assistance. The Library Director has the authority to ban individuals from the District premises for a period of twelve months any individual whose behavior is a sufficient threat to the ability of the District to operate in a safe manner or whose behavior prevents staff, volunteers, and/or patrons from using the library services, furniture, facilities and materials for their intended purposes. Permanent and/or indefinite ban will require a decision by the Library Board of Trustees with exception of emergencies or time sensitive occurrences.

6067.2 Progressive Violations

District supervisors, managers and/or their designee have the authority to ban individuals from the District premises for predetermined time periods patrons whose inappropriate behavior has been documented adequately by following the procedures outlined below:

At the discretion of the staff in charge, and in consideration of the severity of the offense:

- First Offense: One verbal warning
- Second Offense: Written warning and suspension of privileges for one (1) day.
- Third Offense: Suspension of privileges for 7 days. Patron is to receive and sign a copy of the District Policy Violation Form (Appendix A). A copy of the signed form is to be kept on file at the District. The Library Director and the Library Board of Trustees are to be informed of any violations at the third offense or higher.
- Fourth Offense: Suspension of privileges for 30 days. Patron to be informed by registered letter (Appendix B), which is to include a copy of the Internet and Computer Access Policy and signed District Policy Violation Form on file at the District*. Subsequent or severe violations may result in permanent suspension of library privileges in accordance to policies 6065 and 6067.
- Fifth Offense: Suspension of privileges for one year and the Library Director and Board will decide further actions.

* For minors, the letter will be addressed to "The Parent or Guardian of" the offender.

If an individual who has been excluded attempts to return to the District premises, such an act will be considered trespassing and the police will be called to remove the person from the District premises.

Banning or exclusion from District premises denies the patron access to the building, grounds and services of the Placentia Library District. The patron may still access from an offsite computer the District's webpage. The individual's library card will be blocked.

6067.3 Appeal Process

If a patron who has been banned for twelve months wishes to appeal this decision, then the notification must be made in writing to the Library Director within ten (10) days from the date of the exclusion. The appeal will be heard at the next regularly scheduled meeting of the Library Board of Trustees. Trustees will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the District to operate in a safe manner or if the behavior prevents staff and patrons from using the library services, furniture, facilities and materials for their intended use. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

It is the sole responsibility of the individual banned for twelve months to apply for reinstatement of library privileges; these are not automatically available at the end of the period of exclusion. The person notifies the Library Director that he/she plans to attend the regular meeting of the Library Board of Trustees to request reinstatement of his/her library privileges. This request may be made only after the twelve months has been completed. The ban will be in effect until this vote is taken. Trustees will instruct the Library Director to contact the person making such an appeal by letter and inform him/her of the decision of the Board.

Following the reinstatement by the Library Board of Trustees of a patron whose privileges had been revoked under this policy, it is understood that even one new violation of the Placentia Library District Policy 6065 – Rules of Conduct Policy can result in the individual being banned for an additional year from the Placentia Library District.