

DRAKE COMMUNITY LIBRARY BANNED PATRON POLICY

The purpose of this policy is to deal with patrons who are asked to leave the library because their behavior is in violation of the library's Behavior Policy. When a behavior is in violation of this policy a staff member will give the patron a verbal warning. If the behavior does not cease, the patron will be asked to leave the building until the next day. Library staff members may ask a patron to leave the premises without prior warning, depending on the seriousness of the violation, including profanity, bullying, name-calling and inappropriate physical contact. A patron who has already been asked to leave on two different occasions will be banned for 6 weeks for the third violation.

If a minor is involved, a parent or guardian will be called or notified by mail when the 6-week banning occurs. The minor will not be allowed back into the library until the parent/guardian or willing adult meets with the Youth Services Librarian or the designated library representative and the minor. At this meeting a behavior contract will be signed and the patron will have a 6-week probation period. If during this 6-week period the patron's behavior is in violation of library policies, a 3-month ban will be enforced. If problems persist with no resolution, the minor will only be allowed to use the library with a parent/guardian present.

Library staff involved in the banning of a patron will fill out an incident report and submit it to the Library Director or the Youth Services Librarian. The Library Director or Youth Services Librarian will place a block note on the patron's library card (if one exists), stating that the patron has been banned and the effective date the ban is lifted. The patron may resume use of the library when the ban has ended.

Library staff is encouraged to call the police as the situation warrants.

Approved 05/26/11