

## **DRAKE COMMUNITY LIBRARY BANNED LIBRARY USER POLICY**

The purpose of this policy is to provide procedural guidance for library staff in instances where a library user is in violation of the library's Behavior Policy.

- Library users will be given a verbal warning if their behavior is in violation of the library's behavior policy. Library users who do not modify their behavior after one warning will be asked to leave the library property until the next day.
- Depending upon the seriousness of the violation, a library user may be asked to leave the library property immediately, without prior warning. Police will be notified if necessary.
- A library user who has already been asked to leave the library property on two previous occasions will be banned from the library for six (6) weeks upon a third violation.

In the event a minor is banned from library property, the minor's parent or guardian will be contacted. The minor will be allowed access to library property upon the following:

- The parent/guardian or willing adult has met with the Youth Services Director or designee and
- A behavior contract has been signed, allowing for a 6-week probation period.

A three (3) month ban will occur if further incident occurs during the 6 week probation period. If problems persist with no resolution, the minor will only be allowed access to library property with a parent/guardian present.

Upon the banning of a library user, an incident report will be submitted to the Library Director or the Youth Services Director. A note will be placed within the library user's account, stating that he/she has been banned from the library property with the expected date of reinstatement.

The Drake Community Library's Banned Library User Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

Adopted 10/10

Revised 05/11

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Reviewed 01/17