



Policy on Enforcement of Library Use Rules

Purpose

The Brimfield Public Library District's Board of Trustees is committed to providing the community with a Library environment that is safe and inviting, reflects the organization's mission, promotes efficient staff operations, and complies with generally accepted standards of public security, health, and hygiene.

With these purposes in mind the Library Board of Trustees has adopted an Acceptable Library Use Policy setting out rules for patron conduct. This Policy on Enforcement of Library Use Rules is intended to provide procedures to promote the fair and equitable application of the library's rules for patron conduct.

This Policy also describes the range of potential consequences for misconduct which, when serious or repeated, may include removal from the library and/or suspension of library use privileges as allowed under Illinois law, which states that any person who willfully violates rules prescribed by a library board may be excluded from use of the library. (75 ILCS 5/4-7) Illegal activity may result in exclusion from library facilities and resources, and arrest for violation of applicable federal, state, or local laws.

Staff Response to Violations of Library Use Rules

Authorized Library staff members shall follow the procedures set out below to enforce the Library's Use rules in a fair and reasonable manner. Authorized staff members include the Library Director, Managers, or staff members designated by a supervisor to intervene with patrons to secure compliance with Library use rules.

Library staff responding to possible violations of use rules may at any time request that patrons identify themselves by showing library cards or other documents such as a driver's license or school ID. The Library reserves the right to inspect all bags, purses, briefcases, or backpacks for concealed library materials or weapons.

Initial Warning or Exclusion for Remainder of Day

A patron who does not comply with one or more of the Library's conduct rules will ordinarily receive an initial verbal warning from Library staff, unless the patron's misconduct involves actual or potential harm to another person, or misuse of or actual or potential damage to Library property. Staff will inform the patron involved of the relevant conduct policy and rule(s) and warn the patron that continued violation will result in a loss of library use privileges. If the misconduct continues, or if Library staff consider the misconduct sufficiently disruptive, the patron may be asked to leave the Library for the remainder of that day.

Staff must fill out an Incident Report if a patron is asked to leave the Library, but do not need to present the patrons with written notice, initial warnings, or exclusions for the remainder of a day.

If the patron believes that the treatment is unfair, the Library Director may be called on to consider the patron's objection. The Library Director's decision will be final.

When a patron under 18 years of age is asked to leave the Library, staff will provide the minor with the opportunity and means to notify their parent or guardian of the exclusion by telephone, text, or email before the minor patron leaves the Library. The minor may be given the opportunity to wait in a designated area of the Library for a caregiver to pick them up. (See Safe Child Policy)

Suspensions for One Day or Longer

Some misconduct may result in a patron being suspended for longer periods from one full day up to a full year, depending upon the severity or repeated character of the misconduct. The Library Director and members of the Management Team are authorized to suspend patrons from Library use privileges for periods of one full day or longer.

Suspension of Library use privileges denies the patron access to the Library building and grounds, online spaces, phone calls to Library staff, and all Library programs. Suspension may also include suspension of Library card privileges and access to digital resources.

Violation of the terms of suspension, including trespassing on Library property or harassment of staff by phone or in online environments will be reported to the police and may be subject to criminal prosecution or other legal action.

Staff must fill out an Incident Report if a patron is suspended for any length of time. Additionally, a Notice of Suspension of Library Use Privileges will be provided to the patron at the time the suspension is imposed, if possible, or sent to the patron by regular and certified mail at their last known address. The Notice shall state the rule violation(s) upon which suspension is based and inform the patron for the procedure for requesting review of the suspension by the Library Director. When use privileges of a patron under the age of 18 are suspended, the patron's parent or guardian will also be notified and will be provided a copy of the Notice of Suspension by regular mail.

A copy of the Notice of Suspension will be kept in the Incident Report File so that all staff are informed of the patron's exclusion. The Library's Confidentiality Policy applies to all Notices of Suspension and Incident Reports.

The following are guidelines for suspension periods, which may vary based on the severity of a patron's misconduct and on any past non-compliance by the patron with Library use rules.

Length of Suspension	Misconduct Involved
One Day	<ul style="list-style-type: none">• Ignoring repeated warnings about disruptive behavior• Refusing to follow the directions of Library staff
One Week	<ul style="list-style-type: none">• Trespassing on Library property after having been asked to leave the premises

	<ul style="list-style-type: none"> • Minor damage to Library property • A repeat or escalation of any of the above misconduct
One Month	<ul style="list-style-type: none"> • Threatening or harassing others with hostile or inappropriate remarks • Possession or use of intoxicating or controlled substance • A repeat or escalation of any of the above misconduct
Six Months	<ul style="list-style-type: none"> • Stealing from other patrons or the Library • Serious damage to Library property • A repeat or escalation of any of the above misconduct
One Year or Longer	<ul style="list-style-type: none"> • Physically assaulting or inappropriately making contact with other patrons or staff • Lewd conduct • A repeat or escalation of any of the above misconduct

Appeal Procedure

A patron who wishes to appeal a suspension may do so by making a written request to the Library Director within 10 days of the date of the Notice of Suspension at the library’s address or by email to the director at director@brimfieldlibrary.org. The Library will offer the patron notice of a reasonable opportunity to be heard by the Library Director concerning information that the patron deems relevant. The Library Director’s decision on any appeal shall be final.

Re-Entry Meeting

A patron returning from a suspension of one week or greater must request a meeting with the Library Director for the suspension to be lifted and for the patron’s Library use privileges to be reinstated after the end of the suspension. The purpose of the meeting is to review the Appropriate Library Use Policy and the library’s suspension process. In the case of a patron under age 18, a parent, guardian, or other adult will be encouraged to accompany the minor to the meeting. To request a re-entry meeting, the suspended patron should call the Library and ask to speak with the Director.

During the re-entry meeting, the Director will:

- Review the reason(s) for the suspension
- Review the current Acceptable Library Use Policy
- Review the current Policy on Enforcement of Library Use Rules
- Request a signature noting the patron understands and agrees to follow the Acceptable Library Use Policy.