

Banning Policy / Grievance Procedure

Illinois law authorizes the Board of Trustees to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the board.” (Illinois Compiled Statutes, [75 ILCS 5/4-7\(11\)](#))

Failure to abide by the Poplar Creek Public Library District (PCPLD) Code of Conduct may result in loss of library privileges.

The Poplar Creek Public Library District allows for the following employees to implement bannings of patrons that willfully violate the Code of Conduct.

- The Person-in-Charge may ban a patron for a day. This usually means asking a patron to leave following an incident.
- If the incident is deemed to be of a more serious nature, or if it is a subsequent offense, Managers/Supervisors are authorized to ban the patron for a week.
- If an incident is the result of a repeat offender, or a very serious infraction of the Code of Conduct the Executive Director has the right to ban up to one year.
- The Library Trustees of the Poplar Creek Public Library District may extend the banning beyond one year and reserve the right to make a ban permanent.

Procedures

An incident report shall be filed by the Person-in-Charge of the Library at the time of the Infraction of the Patron Code of Conduct. Violators shall be shown a copy of the Code of Conduct at the time a warning or one-day ban is issued and will be advised of the next course of action to be taken by the Library if the unacceptable behaviour continues.

Staff will look up patron in our local file to determine if this is a first offence. If it is determined that this is a repeat offence, a written letter will be sent to the patron detailing the violation and the length of the sanction imposed. A copy will be made ready to hand this individual should they return to the library before receiving the mail.

A patron whose Library privileges have been revoked may submit a written appeal to the Executive Director for reconsideration. If the banned individual is a minor the written appeal must include their parent or guardian’s signature. After receiving the written appeal the Director will address the appeal within 30 days. Modifications may include changing the length or conditions of the ban.

If the banned individual is not satisfied with the Executive Director’s decision after written appeal was reviewed and acted upon, the excluded person may request a hearing before the Board in writing. Upon receipt of the request, the Board shall schedule a hearing at its next regularly scheduled meeting. The excluded person must appear in person for the hearing. Following the hearing, the Board will respond in writing within ten (10) days. The Board’s decision shall be final.

This Board further specifies that it is the policy of the library to authorize employees to call upon local law enforcement personnel as necessary to ensure compliance with the Rules of Conduct and to sign any complaint or other documentation required for enforcement.

Approved by the PCPLD Board of Trustees – January 19, 2017