

## Member Suspension

When a member is disruptive, and has not responded to staff request to comply with library protocols, it is appropriate to ask that person to leave the library or discontinue the use of library services.

For a library member who is continually disruptive, suspension might be an appropriate action. In Chapter #75, 4-7, 11 of Illinois Library Law, the library board can "...exclude from the use of the library any person who willfully violates the rules prescribed by the board." This wording suggests that it is appropriate to terminate privileges for a specified although lengthy period of time.

Before someone is excluded from the use of the library, adequate notification that privileges may be suspended or terminated must have been given. In the case of persons under the age of 18, the parents or guardians will also be notified.

The person in charge of the library is authorized to suspend a member from any Indian Trails Public Library District property or from using any of its facilities, for a 48 hour period.

The library director is authorized to suspend members from any Indian Trails Public Library District property or from using any of its facilities for longer periods of time. (See 2.20 "Member Conduct")

The following are guidelines for suspension lengths. Specific lengths of suspensions may vary based on severity of situation and specific history of member with the library.

Violation of Member Conduct Policy	1 month to 1 year
Persistent disruptive, abusive or foul language; obscene gestures toward a member or employee	1 month to 1 year
Threatening behavior toward a member or staff member	1 month to Permanent
Intentional and offensive physical contact with a member or employee	6 months to Permanent
Abuse of, or damage to library property	6 months to Permanent
Theft of library property	6 months to Permanent

Trespassing on Library property following a notice of suspension doubles the suspension length.

Serious or repeated misconduct may lead to further suspension from the library and to legal action or criminal prosecution. Those wishing to appeal suspensions may do so by writing to the Board of Library Trustees at the library's address. The library will offer notice and hearing to the member to enable him/her to present any information that is deemed relevant.

A "Notice of Suspension" should be sent to a banned member through certified (return receipt requested) mail to their last known address.