



Pikes Peak Library District Suspension Policy

BOARD POLICY

The Pikes Peak Library District's goal is to provide a safe, secure and nurturing environment in which community members can use and explore the wide variety of resources and programs available at their library. Library patrons are expected to:

- Respect other patrons and library staff.
- Respect library property.
- Obey the law.
- Comply with requests from staff.

When those expectations are not met, it may become necessary to respond to errant behavior and to mitigate disruptions by temporarily or indefinitely suspending the library privileges of a patron, which includes access to activities, services, or facilities of the Pikes Peak Library District. The length of the suspension will be based upon the severity of the offense, and while it is the District's goal to reinstate privileges as quickly as possible, library privileges will not be restored until District staff is confident that incidents will not recur.

I. DISTRICT PROCEDURES

A. The person-in-charge or security officer may temporarily suspend the library privileges of a patron, including access to activities, services, or facilities if the situation constitutes a violation of Pikes Peak Library District (PPLD) policies.

B. A patron whose library privileges are temporarily suspended will be advised verbally or in writing of the policy violation and the suspension. The temporary suspension is for up to two weeks during which time the matter is reviewed by the Security Manager or designee and Library Social Worker.

C. A patron may provide the Security Manager with written comments during the temporary suspension period. Comment and appeal forms will be provided with the suspension letter or are available upon request.

D. If a patron has received a temporary suspension or indefinite suspension, and then returns for any reason other than to inquire about the suspension of their

library privileges, that patron is trespassing. This includes all PPLD properties and facilities.

If any person is asked to leave and refuses, the police will be called to remove that person.

E. All temporary suspensions will be reviewed by the Security Manager or their designee within the two-week temporary suspension period. The Security Manager will notify the patron of the library's decision in writing within ten (10) business days of the suspension if contact information is available. The written notification will also be available for pick up at the library provided the patron has provided the library with their name.

F. An incident report will be written, which may include photographs or recordings of patrons who have had their library privileges suspended for inclusion in the security report database.

II. RIGHT OF APPEAL

A. A patron whose library privileges have been suspended beyond the temporary two-week period may submit a written request for reconsideration of the suspension decision or reinstatement of library privileges to the Security Manager. The Security Manager or a designee will respond to the appeal within ten (10) working days of the date that the appeal is received. The decision of the Security Manager may be appealed to the Chief Librarian. The decision of the Chief Librarian is final.