

2. ELIGIBILITY REQUIREMENTS

b. LIBRARY RULES OF CONDUCT: SUSPENSION PROCEDURES

Violation or repetitive violation of any of the Library Rules of Conduct may warrant a suspension of library privileges. Suspension of library privileges will result in removal from and denial of access to Corona Public Library services and facilities for a designated period of time.

In order to be fair and equitable in the application of the Corona Public Library Rules of Conduct and to provide documentation of the enforcement of these rules, authorized library staff shall apply the procedures detailed below.

- I. Immediate Suspension With Actions to Follow
- II. First Violation: Any regular or temporary staff member
- III. Second Violation: any regular or temporary staff member
- IV. Third Violation: Any regular or temporary staff member
- V. Fourth Violation: Library Director, Library Assistant Director

I. IMMEDIATE SUSPENSION WITH FURTHER ACTION TO FOLLOW:

The following violent behaviors will not be tolerated:

physical abuse or assault

fighting or challenging to fight

making violent or threatening statements

Authorized library staff will instruct anyone displaying these behaviors to leave the library facility immediately for a period up to and including 30 days. Police will be called and additional legal action may occur, as appropriate. **In addition, based on the severity of the situation, a suspension of library privileges for up to one year may be applied.** Library staff will notify Library Administration immediately, where a determination of the appropriate suspension period and procedures will be determined by authorized staff. The appeal process applicable to Extensive Suspension as described may be applied.

ALL OTHER PROHIBITED BEHAVIORS WILL BE ADDRESSED IN THE FOLLOWING MANNER:

FIRST VIOLATION: Initial warning and given copy of Library Rules of Conduct

SECOND VIOLATION: Library privileges suspended for the day

THIRD VIOLATION: Library privileges suspended for up to and including 30 days

FOURTH VIOLATION: Library privileges suspended for 31 days to up to one year

II. FIRST VIOLATION: INITIAL WARNING:

When a patron has violated the Corona Public Library Rules of Conduct by displaying behavior that is prohibited, but not violent or physically threatening, authorized library staff will handle these situations in the following manner:

Provide the patron with a copy of the Library Rules of Conduct. Explain to the patron that they are engaging in prohibited behavior, what that behavior is and the importance of abiding by the rules of conduct. The patron will be advised that further violations of the rules will not be tolerated and may result in their being asked to leave for the day.

The library staff member will input the information in the Incident Log.

III. SECOND VIOLATION: SUSPENSION – 1 DAY

If the patron continues prohibited behavior either the same day or another day, authorized library staff will reaffirm all previous conversations with the patron regarding the behavior and instruct the patron to leave the facility for the day. Library patrons who feel the treatment is unfair will be offered the opportunity to speak with the next ranking library or department staff member so that they may communicate their concerns.

Library staff will again document the incident in the incident log, alerting in-charge staff and Library Administration of the 1 day suspension.

IV. THIRD VIOLATION: SUSPENSION – UP TO AND INCLUDING 30 DAYS:

Longer than 1-day suspensions will be issued if a patron continues to display prohibited behavior after receiving a prior suspension.

If a patron has been issued a one-day suspension for prohibited behavior and if prohibited behavior continues either during the suspension period or afterwards, a patron will then be suspended for up to and including 30 days.

When a decision is made to suspend a patron for more than one day, authorized staff must complete the "Notice of Library Suspension- Up to 30 Days" document.

A copy of the completed document must be provided to the patron. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and provide them with a copy of the completed document.

Authorized library staff will also update the Incident Log and alert Library Administration.

A patron will receive only one 30 day or less suspension for prohibited behavior. Any further suspensions for prohibited behavior will be considered a Fourth Violation. The patron will not be offered a formal hearing process for up to 30 day

suspensions; however, they will be given the name and phone number of the appropriate staff so that they may communicate their concerns by telephone or by submitting an appeal in writing.

To submit a written appeal the patron must complete the "Appeal of 30 Day Suspension" document. The patron may return the completed form at any time during their suspension.

The appeal will be reviewed by the Library Director or Assistant Director within one working day of submittal. If by a preponderance of the evidence it is determined that the suspension is unwarranted, the suspension will be withdrawn. The patron may call the designated staff member one day after submitting a written appeal to determine the status of the suspension.

V. FOURTH VIOLATION SUSPENSION: 31 DAYS TO 12 MONTHS

i. 31 DAYS TO 6 MONTHS

If a patron has been issued a 2- 30 day Suspension for displaying prohibited behavior and prohibited behavior continues either during the suspension period or afterwards, a decision will be made to suspend the patron for 31 days to six months. Authorized staff must complete the "Notice of 31 days - 6 Month Library Suspension" document.

A copy of the completed document and all accompanying forms must be provided to the patron.

In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with the completed document and all accompanying forms.

Authorized library staff will also complete the Incident Log and alert Library Administration.

Any patron suspended for 31 days to six months has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will be comprised of the Library Director and/or Assistant Director, a Library Trustee, and a library security guard, if one is available. Appropriate library staff or patrons that were witnesses to the event may also be asked to appear.

To receive a hearing the patron must follow the directions on the "Notice of 31 days – 6 Month Suspension" and "Request for Suspension Hearing" documents.

The patron must return the completed forms to the suspending library within seven working days from the date the suspension is issued.

All hearings are held at the Corona Public Library. A parent or guardian must accompany a minor (under the age of 18) to the hearing.

The decision of the Suspension Hearing Panel for all 31 days to six month suspensions is final.

i. **6-12 MONTHS:**

If a decision is made to suspend a patron for longer than 6 months, the Director of Library and Recreation Service or the Assistant Director of Library and Recreation Services will complete a "Notice of Extensive Library Suspension" document.

A copy of the document and accompanying forms must be provided to the patron.

In the case of a minor (under the age of 18) the Library will attempt to provide the parent or guardian with a copy of the completed forms.

Any patron suspended for more than six months has the right to a hearing with the Extensive Suspension (ES) Hearing Panel. The ES Hearing Panel will be comprised one member of the Library Trustees, the Library Director and at least one other authorized Library staff member such as the Assistant Director or a Supervisor. A library security guard will also be present if available. Appropriate library staff or patrons who were witnesses to the event may also be asked to appear.

To receive a hearing the patron must follow the directions on the "Notice of Extensive Suspension for 6-12 Months" and "Request for Extensive Suspension Hearing" documents. In addition, the patron must return the Request for Hearing form to the library within seven days of receiving the suspension. All hearings are held at the Corona Public Library.

The decision of the Extensive Suspension Hearing Panel will be final.