

## SUSPENSION OR REVOCATION OF LIBRARY PRIVILEGES

Copies of Crandall Public Library Rules are posted throughout the Library and available on the website. The Rules are intentionally adopted to accomplish the following:

- (1) Protect the rights and safety of Library patrons;
- (2) Protect the rights and safety of staff members, volunteers and vendors;
- (3) Preserve and protect the Library's materials, facilities and property.

Library visitors (and visitors acting as accomplices) who violate the Crandall Public Library Rules may be subject to these consequences:

- (1) Temporary suspension of their Library privileges;
- (2) Long-term exclusion from the Library;
- (3) Legal action.

It is crucial to establish timely consequences for disruptive behavior. In order to be fair, equitable, consistent and objective in the application of the Rules and to provide documentation of the enforcement of these Rules, the following guidelines have been established:

- Authorized Library staff members<sup>1</sup> in consultation with security and other staff, may sanction suspensions, including immediate ejection up to seven days (week). Library Administration and all staff are informed of the dismissals.
- Authorized Library staff members, in direct consultation with the Library Director, Assistant Director, security, and other staff, may sanction suspensions of up to four weeks (month).
- If any Library visitor/patron, regardless of age or affiliation, demonstrates a repeated pattern of infractions, authorized Library staff members, in direct consultation with the Library Director, Assistant Director, security, and other staff, may sanction suspensions of up to eight weeks (two months).
- If any visitor to the Library poses a threat to the safety and/or good order of the Library and its patrons, in the judgment of the Director or authorized staff acting on behalf of the Director, that patron may be excluded and prohibited from using the Library building and grounds for a period between three and six months. Furthermore, said visitor will be served a letter from Administration (shared with the Crandall Public Library Executive Board, managerial staff and the Glens Falls Police Department) delineating facts and reasons for the expulsion.

The Library Director will include at the next regularly scheduled Board of Trustees monthly meeting reports of any suspensions or revocations of a visitor or patron's library privileges for violation of

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<sup>1</sup> Authorized staff members are those employees to whom the Director has given authority to make security decisions. These actions may be implemented after direct communication with the Director or Assistant Director, Civil Service designation or by being the designated Person in Charge (PIC). These relationships are not mutually exclusive.

Crandall Public Library Rules. In the event of an incident, carrying a period of suspension in excess of six months and adhering to the principles of the enforcement guidelines appearing below, the Director will call a meeting of the Executive Committee and Library Administration (Suspension Committee). The discussion shall be convened as soon as possible to determine whether and what discipline should be imposed. The meeting may be virtual. Prior to the suspension meeting the Director will consult with the Assistant Director, Department Heads—whose knowledge would inform the fairness of the recommendation, i.e., Head of Technology, Building Maintenance Mechanic, the Head of Children’s etc. Furthermore, the Administrative/Human Resource Assistant will take minutes of the meeting. The group shall use the following enforcement terms as guidelines but they are not necessarily mandatory:

**Short Term Suspensions:**

- Remainder of the Day: Violation of the Rules after one warning by security or staff;
- One to Seven Days: Disrupting normal Library operations or repeated violations of the Rules.

**One to Six Month Suspensions:**

- One month up three months:
  - Receiving a repeated Short Term Suspension more than once in a 90-day period;
  - An escalation of any of the above behaviors that previously resulted in a one week suspension;
  - Unauthorized use of another person’s Library card without permission of patron;
  - Lewd conduct or displaying sexually graphic images on any computer in the Library after having signed an acknowledgement of Library Computer Use Rules (Offered to patron at security or staff’s first encounter with said images).
- Six months:
  - Failing to comply with any of the above suspensions.

**Long Term Suspensions:**

- One Year:
  - Threatening staff or Library patrons with bodily harm;
  - Theft or intentional destruction of Library materials or property;
  - Lewd conduct and/or displaying sexually graphic images on any computer in the Library after a three-month suspension;
  - Violating Crandall Public Library Rules within one year of having been suspended for 30-days or more.
- Three Years:
  - Possession of weapons on Library premises;
  - Possessing, using, or trafficking in illegal substances on Library premises.
- Permanent Suspension:
  - Injuring or offensively touching staff or other Library patrons;
  - Acts of extreme violence;
  - Violating Crandall Public Library Rules within one year having been suspended for one year;

- Violating Crandall Public Library Rules within five years of having been suspended for three years.

The Director shall notify the suspended person of the Suspension Committee's decision by certified mail or by security and/or staff handing the suspension letter directly to the offender. Any visitor whose privileges are suspended for more than thirty days (30) shall be entitled to a hearing before the Board of Trustees to appeal the decision. A visitor entitled to such a hearing shall be advised of such a right in writing and shall be given a period of up to the next regularly scheduled Board Meeting in the month following the date of such notification to appear at the meeting. A request for a hearing shall not stay the imposition of any suspension or other penalty, which, may have been imposed. At the Board meeting, the claimant and the Director may present evidence or argument in support of their respective positions. The Board of Trustees shall act to approve or disapprove the Suspension Committee's recommendation and confirm the period of suspension or the penalty of revocation. The Board of Trustees Executive Committee shall render a decision in writing within thirty days (30) of the conclusion of the Board Meeting and report its determination to the patron by certified mail or by security and/or staff handing the decision letter directly to the offender.

*Adopted by the Crandall Public Library Board of Trustees May 22, 2024*