

BARTON

LIBRARY

Dare to Know

Suspension of Library Privileges

Purpose

The Library is committed to providing a safe and orderly environment for patrons to read, study, and access Library materials. These guidelines ensure that Library facilities serve their primary purposes while addressing behavior that disrupts or threatens the safety of staff and patrons.

Definition

“Library privileges” include entering Library premises and accessing Library services. Suspension of privileges may be enforced in response to misconduct, which includes any violation of Library rules of behavior, whether the same rule is violated repeatedly or different rules are breached over time.

Suspension Protocol

- **Immediate Suspension for Severe Misconduct**
 - Physically threatening or harming others, engaging in illegal activities, or any violent or intimidating behavior will result in immediate eviction and suspension of Library privileges. Campus Safety and law enforcement may be involved as necessary.
 - **Gradual Suspension for Repeated Misconduct**
 - Misconduct such as verbal harassment of staff or patrons or repeated violations of Library rules will result in the following steps:
 - **First Offense:** Staff will document the incident and inform the patron of the relevant policies. A copy of the Library’s rules of behavior and suspension protocol will be provided if possible. Staff may ask uncooperative patrons to leave for one day.
 - **Second Offense:** Staff will document the incident and notify the patron that further violations will result in suspension. The patron may be barred from the Library for up to one week.
 - **Third Offense:** Staff will bar the patron from the Library for up to one month.
 - Any misconduct by a previously suspended patron may result in immediate suspension.
 - **Serious or Indefinite Suspensions**
 - In cases of severe or repeated misconduct, the Director of Library and College Archives (“the Director”) may impose a longer suspension period, up to and including indefinite suspension.
 - **Notification of Suspension**
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- The Director will notify the patron in writing regarding the suspension period and the date they may return. Written confirmation will also reiterate the Library's rules and suspension protocol.

Appeals Process

- **Requesting Documentation**

- Patrons may request a copy of the incident report within 24 hours' written notice. Patrons are permitted to submit their account of the incident for inclusion in the file.

- **Appealing a Suspension**

- Patrons suspended for more than one day may appeal the decision:
 - **Step 1:** Submit a written appeal to the Director within five business days of the suspension.
 - The Director will review all documentation and may meet with the patron to discuss the case.
 - A decision will be communicated via email.
 - **Step 2:** If dissatisfied, the patron may appeal using the Problem Resolution Procedure.

Enforcement and Discretion The Library reserves the right to act in accordance with College policies and procedures as needed. Final decisions regarding suspensions, especially indefinite suspensions, rest with the Director, who ensures that actions are reasonable and uphold patrons' rights to due process.

Contact(s): Director of Library and College Archives

Related Forms:

Relevant Policies and Procedures: [Policy 1610 – Code of Conduct](#); [Policy 1615 – Problem Resolution \(Students\)](#); [Procedure 2611 – Student Code of Conduct](#); [Procedure 2615 – Problem Resolution \(Students\)](#)

Relevant Guideline(s) and Plan(s): [Patron Conduct](#); [Reinstatement of Library Privileges](#)

Approved by: Darren L. Ivey

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