

## **Violations and Appeal Policy**

### **I. Purpose**

The purpose of this policy is to provide a process for addressing violations of the Farmington Community Library's policies. This Violations and Appeal Policy ("Policy") will set forth the process and procedure for violations of certain Library policies in which there is a violation and appeal provision, including but not limited to the Expected Behavior, Meeting Room Reservation, Internet Acceptable Use, Library Photography and Videography, and Children and Vulnerable Adults policies.

### **I. Accountability**

All Library staff are authorized to ask patrons whose choices violate Library policies to leave the Library for the day resulting in immediate dismissal of the patron from Library property. All staff are authorized to contact 911, pursuant to the Library's emergency procedures, and are required to document the incident. Any conduct that violates Library policies may result in cost recovery charges, exclusion from Library property and virtual spaces, suspended use of Library services and resources, and/or prosecution. The Farmington Community Library may bring criminal charges against any individuals suspected of criminal acts toward Library staff or patrons or any violations on Library property of federal, state, or local laws or ordinances.

### **II. Library Director/Designee's Right to Suspend Privileges**

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may take immediate action. This may include dismissing the patron from Library property (including virtual spaces), suspending their access to Library facilities for a specific period, and/or restricting their use of certain services and programs, in accordance with this policy. If necessary, the local police may be called to intervene.

### **III. Incident reports**

Library Staff shall record an incident report of any violation of Library policy and any subsequent interactions related to the initial incident. The report will be documented within 24 hours of the incident and logged in the Patron Incident Report Tracking System. The report will include a summary of the incident, physical descriptions and names (if known) of the parties involved, and any warnings or suspensions that were issued. The report will be shared with the Library Director, Assistant Director or Branch Head, and applicable staff. If a Library Policy Violation Letter is issued, a copy will be kept on file. Incident reports and Library Policy Violation Letters will be retained in accordance with the State of Michigan's Records Retention and Disposal Schedule for Public Libraries.

### **IV. Violation of the Policy – Suspension of Privileges**

1. *General Violations.* Unless otherwise provided in Section V.2 of this Library Violations Policy, the Library shall handle violations as follows:
  - A. *Initial Violation:* Library patrons observed violating a Library policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave Library property for the day. If they refuse, police may be called. The Director or their authorized designee has the discretion to issue a suspension after the initial violation.
  - B. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if violations of the same policy continue and/or if violations of other policies occur. Such limitation or suspension shall be in writing specifying the nature of the violations. Subsequent violations shall result in additional suspensions of increasing length.
2. *Violations that Affect Safety and Security.* Violations of Library policies that affect safety and security or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

- A. *Initial Violation*: The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum one-month suspension of Library privileges to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or their designee may add additional time to the initial limitation or suspension period.
  - B. *Subsequent Violations*: The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations shall result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.
3. *Unauthorized Visits*. If an individual whose Library privileges have been suspended due to violations of Library policy enters Library property (including virtual Library spaces) during the suspension period, they will be informed of their suspension, issued a verbal warning, and asked to leave the premises immediately. If the individual refuses to leave Library property or returns after the initial verbal warning, it will be considered trespassing and Library staff will contact local police for assistance. The individual's suspension period may be extended if they engage in unauthorized visits.

## **V. Reinstatement**

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library policy that was the subject of the violation before their privileges may be reinstated. The Director may also attach reasonable conditions to any reinstatement.

## **VI. Right of Appeal**

Patrons may appeal a decision to (1) limit or suspend privileges or (2) attach conditions to any reinstatement by sending a written appeal to the Library Board within ten business days of the date of the suspension letter, or the conditions were

made. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved by the Board of Trustees April 10, 2025