



SSP-1: User Suspension Policy

The Board of Trustees affirms its responsibility to provide a safe and welcoming environment that encourages the use of Library services, materials and facilities to the fullest extent.

Library employees reserve the right to determine whether any person is in violation of the Library User Conduct Policy. Illinois Library Law authorizes the Board of Library Trustees, in consultation with the Library Director, to deny such access to a user whose behavior is deemed to be dangerous, destructive, disruptive, or who otherwise willfully violates the Library User Conduct Policy.

Staff members designated by the Library Director may suspend Library user privileges for up to 24 hours, including access to the Library premises, for violation(s) of the Library User Conduct Policy. All Library employees are authorized to contact the Lake Bluff Police Department if determined advisable and will document incidents of user suspension through the Library's incident reporting procedure.

The Library Director may impose up to a 30 day suspension for repeat offenders who have already been suspended for one day several times or for a more serious violation. A letter that outlines the parameters of the suspension will be sent to a library user through certified (return receipt requested) mail to their last known address.

The Library Director may impose up to a six-month suspension for more pronounced disruptive behavior or for more serious violations of the Library User Conduct Policy. This includes, but is not limited to, significant verbal harassment of other patrons or staff. This also includes patrons who have had prior one day or 30 day suspensions and who continue to violate the Library User Conduct Policy.

The Board of Trustees must approve suspensions over six months. Suspensions lasting one year or longer, including permanent bans, are for very serious issues, such as verbally or physically threatening behavior, physical assaults of patrons and/or staff, or criminal activity in the Library. These incidents may involve police and may result in an arrest. This can also include patrons who have repeatedly violated the Library User Conduct Policy and have a prior history of suspensions from the Library.

The Library Director has the authority to impose a suspension while a situation is being investigated. The Library Director may also delegate authority to a Library Manager when necessary. A notice of suspension may be given verbally, but any suspension beyond seven days will be accompanied by a written notice to the person, parent and/or responsible adult and will include the reason(s) for the suspension.

Serious or repeated misconduct may lead to restrictions including loss of library privileges for a time period determined by the Library Director and/or appropriate legal action. The Library may bring criminal charges against any persons suspected of criminal acts toward Library staff or patrons, including theft or vandalism of Library property or materials or of any violations on Library property of federal, state, or local laws and ordinances.

Any suspension longer than seven days and less than 30 days can be appealed in writing or verbally to the Library Director. Suspensions greater than 30 days may be appealed to the Board of Trustees provided that the appeal is submitted in writing at least 48 hours prior to a regularly scheduled meeting,



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as required by the Open Meetings Act of Illinois, to ensure patrons have the ability to appeal within their suspension period

Trespassing on Library property following a notice of suspension increases the suspension length.

The Library Director will keep a confidential file of information on incidents in which suspension notices have been sent. The purpose of the file is to track problems that are reported by library staff, to track inappropriate behavior, and to track problems of a reoccurring nature.

Approved by the Lake Bluff Library Board of Trustees on June 21, 2023.