



JOLIET PUBLIC LIBRARY

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Guidelines for Banning Patrons

The following guidelines are to be used when a library patron has violated the Rules of Conduct policy sufficiently to require banning from library properties. As stated in the Rules of Conduct policy, the length of the ban will be based on the nature of the violation.

- One day ban is for behavior such as refusing to comply with standard rules in the Rules of Conduct. This is for more minor disruptive behavior and should be considered the basic response when patrons are having a hard time handling library rules. One day can serve to calm people down without causing further disruption.
- 30 day ban is used when a “cooling down” period is needed. This is for verbal abuse or inappropriate language rather than an assault. This also applies to repeat offenders who have already been banned for one day several times. This is a common length of time for security to ban patrons when they feel they get out of hand.
- Six months ban is for more pronounced disruptive behavior and for more serious violations of the Rules of Conduct. This includes significant verbal harassment of staff or other patrons. This also includes patrons who have had prior one day or 30 day bans and who continue to violate the Rules of Conduct.
- One year ban is for very serious problems, such as verbally or physically threatening behavior, physical assaults of patrons and/or staff, or criminal activity in the library, with review for possible continuation. The police are usually called for this type of incident and the patron may be arrested. Serious assaults could be “I’ll kill you if I see you again”. This can also include patrons who have repeatedly violated the Rules of Conduct and have a prior history of suspensions from the library. At the end of the banning year, administration will review the banning and decide whether the period of time needs to be extended.
- Beyond one year for the most serious incidents such as shooting a gun in the library, threatening behavior towards children, or stalking a staff member. The Library Director will review this banning and make the appropriate decision as to the length of the banning. Prior to the end of the banning period, the Library Director will review the banning and decide whether the period of time needs to be extended.

We may also ban until further notice until we have a chance to investigate and review an incident. We will then let the patron know what the decision is.

The Library Board gives the Library Director full authority to make all decisions concerning banning patrons. The Library Director may also delegate authority for banning decisions when necessary. A notice of suspension may be given verbally but any suspension beyond one day will be accompanied by a written notice to the person, parent or responsible adult and will include the reason(s) for the suspension or ban. The patron will be advised that if he/she wants to appeal this decision, he/she must contact the Library Director within 10 days of the date of this document. The Director and/or his/her designee will meet with the patron and then issue a decision concerning the matter. The Director’s or designee’s decision is final.