

## Procedure for Trespassing Patrons

Patrons may be trespassed from the Sunderland Public Library for any criminal activity, breach of the *Acceptable Patron Behavior Policy*, or breach of the *Technology Resources Usage Policy*. Posted notice of this Procedure shall provide notice to all patrons of the applicable rules and procedures relative to trespass from the Library.

The following document dictates the procedure to be followed should a trespass be warranted.

1. The patron will be given a verbal warning that their behavior is in breach of the *Acceptable Patron Behavior Policy* or the *Technology Resources Usage Policy*. In instances where the violation represents a danger to other patrons, library staff, or the library facilities, the verbal warning will not be provided and patrons will be immediately trespassed without warning. Library staff have sole authority to determine what constitutes a danger to other patrons, library staff, or library facilities. Library staff will enforce this procedure in a fair, consistent and impartial manner.
2. Any time library staff provide a verbal warning or temporary suspension of Library privileges, as referenced in Paragraph 1, they are to document this warning in an incident report to be given to the Library Director.
3. If the patron violates either policy again after the verbal warning, a trespass notice will be issued along with a date of a hearing prior to the suspension or termination of his/her library privileges. Specifically, the Library Director will then send the patron a letter via certified mail including:
  - The date of the violation(s)
  - The nature of the violation(s)
  - The time of the suspension of library privileges
  - A copy of all applicable policies
  - The date, time, and location of a hearing to review the trespass notice
4. The Board of Library Trustees will be notified of all trespass notices issued, including the nature of the transgression.
5. A hearing will be scheduled with the Board of Library Trustees in compliance with the Open Meeting Law regarding the no trespass order. The patron will be able to visit the library to attend the Board of Library Trustees meeting at the specified date and time only. Otherwise, the trespass notice stays in place until the Board of Library Trustees make their decision on the appeal. Should the patron be unable to attend the meeting, they may make a statement to the Board of Library Trustees which will be read during the appeal hearing and considered by the Board. Patrons will then have the results of the appeal hearing confirmed by a certified letter sent by the Library Director.

6. Should the trespassed patron come on to library property before the trespass order expires, the police will be contacted to remove the patron from library property. The only exception to the trespass order is if Town of Sunderland voting is held at the Sunderland Public Library. In that instance, the trespassed patron will be allowed entry into the library in order to vote, but will be required to leave after they have completed their voting.