

Suspension and Ban Policy

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March 12, 2025

The Rolling Meadows Library is committed to maintaining a welcoming and safe environment for all patrons and staff. Illinois law authorizes the Library Board of Trustees to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the Board” (75 ILCS 5/4-7(11)).

To enforce the Public Conduct Policy, the following process is in place for suspending/banning individuals who fail to comply:

1. Immediate Suspension (Day Ban):

The Person-in-Charge or designated staff may require a patron to leave the library premises for the remainder of the day if an incident occurs that violates the Public Conduct Policy.

2. Short-Term Suspension (Up to One Week):

In cases of more serious infractions or repeated violations, department directors are authorized to issue a suspension of up to one week.

3. Long-Term Bans (Up to One Year):

For ongoing issues or severe violations, the Executive Director may issue a ban for up to one year.

4. Extended or Permanent Bans:

The Rolling Meadows Library Board of Trustees may extend a ban beyond one year. This may also include revoking library card and online access privileges.

Reporting and Enforcement

Staff witnessing an infraction shall file an incident report, which will include details of the violation. Library staff are authorized to involve local law enforcement to ensure compliance with library policies and bans.

Violators will be provided with a copy of the Public Conduct Policy when informed of the suspension or ban. They will also be advised of the consequences of continued violations.

Library staff may request identification from any individual violating library policy. In cases of repeated offenses, a written notice detailing the violation and ban duration will be mailed and/or provided in person.

Appeal Process

1. Appeal to the Executive Director:

A banned patron may submit a written appeal to the Executive Director, as outlined in the ban notice. If the banned individual is a minor, the appeal must include the signature of a

parent or guardian. The Executive Director will endeavor to respond to the appeal within 30 days, which may include modifying the ban's terms or duration.

2. Appeal to the Library Board of Trustees:

If dissatisfied with the Executive Director's decision, the banned individual may request in writing a hearing before the Library Board of Trustees. The Board will endeavor to schedule the hearing at the next regularly scheduled Board meeting. The Board will endeavor to provide a written decision within 10 days. The Board's decision is final.

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