

Revocation of Library Privileges Policy

The Shorewood Public Library is committed to providing a safe, secure environment that is comfortable, clean and welcoming for both patrons and staff. The Library Code of Conduct, Social Media, and Computer and Internet Use policies outline expected behavior for members of the public and staff. All of these policies are posted at the entrance to the library and on the library web site.

The Shorewood Public Library Board of Trustees authorizes the Library Director and staff to enforce the Code of Conduct, Social Media, and Computer and Internet Use policies. If an individual violates any of the rules and expectations, the following steps will be taken.

1. When a patron violates the Code of Conduct, Social Media and/or Computer and Internet Use policies, staff will explain behavior expectations and consequences. A patron will receive up to two verbal warnings per day and will be offered a print copy of the appropriate policy.
2. If a third violation takes place on the same day, the patron will be asked to leave the library property for the remainder of the day. Refusing to leave the property is considered trespassing and the police may be called.
3. If a patron has repeated and documented violations, they will have library privileges revoked for a specified period. The length of the ban will be determined by the Revocation of Library Privileges Guidelines, approved by the Library Board, which takes into consideration the severity and frequency of the violation(s) by the patron in a one-year timeframe. Depending on the violation, a patron may be banned from visiting the library property, using public computers, engaging on library social media platforms or from use of all these library spaces and resources. A letter documenting the specifics of the incident(s) and revocation of privileges will be issued by the Library Director via postal mail. If the person with revoked privileges is a minor, this letter will be sent to their parent or guardian and will stipulate that a parent or guardian must accompany and supervise the minor for the duration of their library visit in order to access library material and resources.
4. Some violations do not require a verbal warning. The Library Director or LIC reserves the right to bypass the above outlined steps and ban the patron for a determined period after consulting the Revocation of Library Privileges Guidelines. If a behavior endangers the patron, other patrons, or library staff, or the violation is criminal in nature, the police will be called immediately. Staff will use the Contact with Police Procedure as a guide.

SHOREWOOD PUBLIC LIBRARY
REVOCATION OF LIBRARY PRIVILEGES POLICY

If a patron or parent/guardian of a minor with revoked library privileges would like to appeal a ban, they may do so in writing within fifteen (15) calendar days of the ban issue date.

Appeals should be addressed to:

Library Director
Shorewood Public Library
3920 N Murray Ave.
Shorewood, WI 53211

Or via email to:
shorewood@mcfls.org

Within fifteen (15) calendar days of receiving the written appeal, the Library Director will review the request and send a written response to the patron with a decision. The response will inform the patron that the appeal can be forwarded to the Library Board if the person with revoked library privileges is unhappy with the Library Director's decision. The Library Director also has the option to immediately forward the appeal to the Library Board for review. If a Library Board review is requested, the Board shall consider the appeal at a duly noticed meeting and shall notify the patron of the decision in written form.

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