

# Crook County Library

## Use Restrictions Policy

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**Adopted by the Library Board of Trustees on September 14, 2017**

Sometimes we may need to restrict a patron's use of our services. We may impose restrictions based on violations of library policies or federal, state, or local laws.

### Responsibility and restrictions

Our staff, and ultimately the Library Director, are responsible for determining whether behaviors are unacceptable as delineated by library policies. When such behavior occurs, staff are authorized to restrict a patron's access to library services, appropriate to the unacceptable behavior and past actions by that individual. Such sanctions may include but are not limited to:

- Bans from using the relevant service (e.g. meeting rooms, computers, bulletin boards);
- Loss of library card privileges;
- Billing for damage/lost items;
- Requirement for accompaniment by a parent, guardian, or caretaker;
- Ejection from library property (temporary, conditional, or permanent).

Our staff members use sound but flexible judgment to determine appropriate sanctions and lengths. Severe or extended sanctions must be approved by the Library Director or designee.

### Warnings

At their discretion, staff may warn a patron up to twice before sanctioning as per above. Subsequent similar behavior by the same individual may not require warning before sanctions are issued, and such sanctions may be more severe. While we consider this policy as primarily corrective and progressive, we cannot define in advance the specific action we will take in response to every behavior. Consequently, we reserve the right to take appropriate action, including immediate ejection from library property, in response to circumstances and events on a case-by-case basis.

For instance, staff may restrict a patron's use of services, or immediately eject a patron without warning for more severe violations of policy, including without limitation; abusing library staff or patrons, abusing library property, attempting to alter or compromise library technology or networks, or violations of local, state, or federal laws.

### Documentation

We document any instances in which sanctions are issued and maintain current lists of patrons who are restricted from using library services and are banned from library facilities and programs. Documentation and trespass notices may be shared with law enforcement.