Customers are barred from the Library only on approval of the Library Director. When approval for barring a customer has been given, the customer will be sent a letter from the county attorney’s office stating the reason for the barring and the period that the customer is barred. The letter is delivered by certified mail or hand delivered; in some cases local law enforcement can be asked to deliver the letter. Copies of these letters will be kept on file in the banned patron file maintained by the Administrative Assistant.

The banning of the patron should be entered into the patron record as well. This serves as a reminder to fellow staff members and other library systems. The barring from RCPL only covers RCPL and should not be construed that the patron is being banned from other library systems.

Customers may be barred up to one year. Usually the first offense is for six months and the second offense is for one year.

A person may be barred for six months for:

1. Failure to leave the library when asked to do so by library staff.
2. Failure to follow the rules governing the use of the library.

A person may be barred for a minimum of one year up to and including being permanently barred from the library for the following:

1. Committing a criminal act on library property.
2. Repeat offenses by a person who has been barred from the library previously.
3. Serious incidents, such as threatening library staff or another patron.

If a customer returns during the period of barring, the Branch Manager or most senior staff on duty will make sure the customer has received a copy of the letter of barring. If the customer does not leave immediately upon this warning or returns again during the barring period, they can be charged with trespassing.
PRESSING CHARGES:

Employees should press charges when they witness a crime to protect other employees and patrons from harm. If an employee refuses to press charges, the Branch Manager or the Person in Charge will press charges. The employee who witnessed the crime will be named as a witness and subpoenaed by the court to appear to testify against the criminal. To press charges, the employee or the Branch Manager will go to the Magistrates Office and fill out a complaint so a warrant can be issued for the arrest of the individual. If the customer has been previously barred from the library, the Branch Manager or Assistant can also be called as a witness with background information. The time necessary for the employee or Branch Manager to press charges and appear in court is considered work time.

INTERNET ACCESS

Procedures are handled by the Branch Manager and are outlined in Policy 3.6.

GENERAL BEHAVIOR ISSUES

Instances as outlined in the Code of Conduct Policy 5.14 that do not rise to the level of banning will be handled by the Branch Manager or designee. Whatever action is taken by the local staff needs to be passed to the Branch Manager and the Library Director in a timely manner.