Poplar Creek Public Library District

Patron Ban Policy

Illinois law authorizes the Board of Trustees to "exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the board." (Illinois Compiles Statutes, 75 ILCS 5/4-7(11))

Failure to abide by the Poplar Creek Public Library District (PCPLD) Code of Conduct and any reasonable request by staff or security may result in loss of library privileges and will be implemented by the following employees.

- The Person-in-Charge and/or security personnel may ban a patron for a day. This usually means asking a patron to leave following an incident.
- If the incident is deemed to be of a more serious nature, or if it is a subsequent offense, Managers/Supervisors are authorized to ban the patron for a week.
- If an incident is the result of a repeat offender, or a very serious infraction of the Code of Conduct, the Executive Director has the right to ban up to a year.
- The PCPLD Board of Trustees may extend the ban beyond one year and reserves the right to make a ban permanent.

This Board further specifies that it is the policy of the library to authorize employees to call upon local law enforcement personnel as necessary to ensure compliance with the Code of Conduct and to sign any complaint or other documentation required for enforcement.

An incident report shall be filed by the witnessing librarian and/or security personnel present at the time of the infraction of the Patron Code of Conduct. Violators will be shown a copy of the Code of Conduct at the time a warning or ban is issued and will be advised of the next course of action to be taken by the library if the unacceptable behavior continues.

Library staff has the right to request identification of any person on the premises who is violating library policy. If it is determined that this is a repeated offense, a written letter will be sent to the patron detailing the violation and the length of the sanction imposed. A copy will be available to hand the individual at the library if they return prior to receiving the mail. Failure to abide by the ban may lead to arrest and criminal prosecution.

Grievance Procedure

A patron whose library privileges have been revoked may submit a written appeal to the Executive Director for reconsideration as provided in the ban letter. If the banned individual is a minor, the written appeal must include their parent or guardian's signature. After receiving the written appeal, the Executive Director will address the appeal within thirty (30) days. Modifications may include the length or condition of the ban.

If the banned individual is not satisfied with the Executive Director's decision after written appeal was reviewed and acted upon, the banned person may request a hearing before the PCPLD Board of Trustees in writing. The board will then schedule a hearing at the next regularly scheduled PCPLD Board of Trustees meeting. Following the hearing, the PCPLD Board will respond in writing within ten (10) days. The Board's decision is final.

Approved by the PCPLD Board of Trustees January 19, 2017. Updated January 18, 2018. Feb 21, 2019. January 16, 2020; January 20, 2022; March 16, 2023