

## **Lyons Regional Library District Suspension of Library Privileges & Appeal Process**

**Purpose:** To establish a fair, transparent process for suspending library privileges due to policy violations, and for hearing appeals of such suspensions in a timely and respectful manner.

### **I. Suspension of Library Privileges**

#### Authority to Suspend:

The Library Director (or Designee) has the authority to suspend an individual's access to the Lyons Community Library and/or its services when behavior violates the Library's Behavior Policy or other relevant policies.

#### Types of Suspensions:

- Short-Term Suspension: Up to 7 calendar days
- Intermediate Suspension: 8 to 30 calendar days
- Long-Term Suspension: 31 to 365 calendar days
- Permanent Ban: Rare and reserved for egregious or repeated violations

#### Factors Considered:

- Severity of the behavior
- Impact on other patrons or staff
- Frequency or repetition of the behavior
- Whether the patron has previously been warned or suspended

### **Procedure for Suspension**

1. Incident Documentation:
  - Staff member(s) involved will complete a written incident report
  - The Director will review all reports, gather any additional relevant information, and consult with staff as needed
2. Notice to Patron:
  - The Director will issue a **written notice** of suspension, including:
    - Duration of suspension
    - Specific behavior(s) leading to the decision
    - Reference to the relevant policy
    - Appeal process and deadline
  - Notice will be delivered in person (when feasible), by mail, and/or by email, depending on available contact information.
3. Enforcement:
  - Staff will be informed of the suspension and provided appropriate instructions for enforcement.
  - Suspended individuals who enter Library property during the suspension period shall be considered trespassers.

### **II. Appeal Process**

**Right to Appeal:**

Any patron whose privileges have been suspended for more than 30 days has the right to appeal the decision to the Library Board of Trustees.

**Appeal Timeline:**

- Appeals must be submitted in writing to the Library Director within **14 calendar days** of the date of the suspension notice.
- Appeals received after this window shall not be considered.

**Appeal Contents Must Include:**

- Patron's full name and contact information
- A statement of the reasons for appeal
- Any relevant evidence or context the patron wishes the Board to consider

**Process for Board Review:****1. Receipt & Preparation:**

- The Director will acknowledge receipt of the appeal and forward it to the Board President.
- The full Board will be notified, and the appeal will be added to the agenda of the next regularly scheduled Board meeting, or a special meeting may be convened at the Board President's discretion.

**2. Hearing the Appeal:**

- The patron will be invited to speak to the Board, subject to reasonable time limits (e.g., 5 minutes).
- The Director will also have the opportunity to present relevant information and context.
- The Board may ask questions but is not required to deliberate publicly.

**3. Board Decision:**

- The Board may uphold, modify, or reverse the suspension.
- The decision will be final and communicated in writing to the patron within 5 business days of the hearing.

**III. Confidentiality & Documentation**

- All documentation related to suspensions and appeals will be handled as confidential personnel/patron records and retained in accordance with the Library's records retention schedule.
- Board discussion of appeals may be conducted in executive session, per Colorado Open Meeting laws.

**IV. Reinstatement After Long-Term Suspension**

- Individuals suspended for 31 days or more may request reinstatement, on or before the end of their suspension, by submitting a written request to the Library Director.

- The Director may require a brief meeting and assurance that the individual understands and agrees to comply with Library policies.

**Approved and Adopted by the Lyons Regional Library District:** August 26, 2025