



Exclusion of Patrons from St. Charles Public Library Policy and Procedure

The Library Board may exclude from use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board. (75 ILCS 16/30-55.55)

In implementing this policy, the following procedure will be observed:

1. The Library Director is authorized to inform the patron by letter sent two ways (one by regular first-class mail or hand delivered in the Library) that the patron's St. Charles Public Library privileges are suspended for the determinate amount of time.
2. The letter must include a notice that the patron may appeal the ban by the next regular meeting of the Library Board of Trustees that occurs at least seven (7) days from the date the letters are sent/given. A copy of this policy will be enclosed with the letter.
3. The patron may present their case by attending the meeting in person or sending a letter of any other written information to be presented to the Board.
4. The Board will address the issue in executive session to preserve the privacy of the patron, unless the patron wishes a public session and waives any privacy consideration. The Library Director will give an account of the matter to the Board, and the Board will hear the patron if present and/or read the patron's written material if any.
5. The Board will take action on the temporary suspension and decide if it should continue further, either for the originally specified period of time and/or with additional conditions that the Board sees fit.
6. The final decision or action will be made in open session, following adjournment from executive session deliberations.
7. The patron will be notified formally of the Board's decision by letter as described in number one (1).
8. The Board's decision is final.

Adopted: 12/12/01

Revised: 09/09/20