

## **Kaukauna Public Library Ban Policy**

The Kaukauna Public Library reserves the right to ban individuals from the property when incidents occur where a ban of the individual is necessary to protect the safety, property, and rights of the library and its patrons. Bans from the library are at the discretion of the Library Director. The length of bans from the library varies. Ban length is determined based on the severity of the incident. Bans may also vary in type; for example, juveniles may be banned, but may be allowed to enter the premises so long as their parent or legal guardian is with them. Stipulations of bans will be explicitly stated in the ban notice. Ban notices are mailed via certified mail and a copy is sent to the Kaukauna Police Department. Juvenile bans are most often dealt with in conjunction with the School Resource Officer. The library also reserves the right to require a meeting with the banned individual for a reinstatement of privileges to take place. If a banned individual enters the library or is found on library property during the length of the ban, the library has the right to call the police for trespass and the Kaukauna Police Department has the right to issue a citation for trespassing.

Banned individuals do have the right to appeal. The procedure for appeal is as follows:

### **Appeal Procedure**

1. Notice of Appeal. The Director's written determination may be appealed to the Library Board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with: both the Library Director and the Library Board President, c/o Kaukauna Public Library, 207 Thilmany Rd., Suite 200, Kaukauna, WI. The Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing.
2. Hearing: At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The President of the Board shall conduct the hearing and shall follow the Rules of Evidence provided in the Wisconsin Statutes section 227.08 for administrative proceedings. The staff shall record all of the proceedings on tape.
3. Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.