

Title: **Exclusions & Appeals**  
Chapter: **Services**  
Approved By: **Library Board of Trustees**

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## **Exclusions & Appeals**

### **Mead Public Library Vision**

We aspire to create a vibrant, informed and cohesive community.

### **Mead Public Library Mission**

We connect people with ideas, resources and technology to educate, entertain and empower.

### **Mead Public Library Values**

Service, Inclusiveness, Innovation and Enrichment

The Library Board authorizes the Director, and other staff members as designated by the Director, to deny use of the library and its services on either a comprehensive or selective basis to any individual who violates the Code of Conduct or other library policies established by the board. Exclusions of 10 days or more will be reported to the Library Board.

### **Exclusion 10+ Consecutive Days**

In the event that an individual is excluded from the library for more than ten consecutive days, a written statement containing the reasons for and length of the exclusion will be provided; anyone receiving such an exclusion may appeal using the following guidelines:

- The hearing must be requested by the individual within three (3) weekdays of the receiving the exclusion letter
- Hearings will be held within fourteen (14) weekdays of the receipt of the request by the Library Director or designee;
- The President of the Board will appoint three members of the Board as the hearing committee. The person shall be informed of the date, time, and place of the hearing in writing.
- If the person fails to attend the hearing without prior notification to the Library Director, the original exclusion will stand, with no further option to appeal.

### **Exclusion 90+ Consecutive Days**

If you have received an exclusion from the library that is 90 days or longer, you may request an appeal by completing this form. The form must be filled out completely and must be received within 14 days of the initial exclusion to be considered. A decision will be made within 14 days of receiving the appeal form. You are still banned from the library until you are contacted with a

decision. You may be required to meet with library staff and/or Board members before library privileges are restored.

Request to Shorten a Library Exclusion

If you have received an exclusion from the library that is 90 days or longer, you may request an appeal by completing this form (Email? Online form?).

The form must be filled out completely and must be received within 14 days of the initial exclusion to be considered. A decision will be made within 14 days of receiving the appeal form. You are still banned from the library until you are contacted with a decision. You may be required to meet with library staff and/or Board members before library privileges are restored.

Mead Public Library  
Attn Deputy Director  
710 N 8th Street  
Sheboygan WI 53083

Date  
Name  
Address  
City  
State/Zip  
Phone  
Email

You must read the library's Code of Conduct for your request to be considered.

Have you read the Code of Conduct?      Yes                      No

In your own words, please explain why you were excluded from the library:

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Please explain why the library should consider shortening your exclusion:

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**Exclusion Indefinite**

Indefinite exclusion periods may be issued for serious infractions involving violent or illegal behaviors (e.g. brandishing weapons, serious threats of violence, and/or egregious harassment of library staff or patrons). In these instances, the individual may request an administrative review in writing no sooner than one year after the exclusion is issued to determine whether library privileges may be reinstated.