

Title: Exclusions & Appeals Chapter: Services Approved By: Library Board of Trustees	Document Type: Policy Document Number: 10.03 Original Effective Date: 5/1/2020 Date of Last Revision: 9/22/2022
---	--

DRAFT - 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.

In the event that an individual is excluded from the library for more than ~~ten~~ 30 consecutive days, ~~including indefinite exclusions, a written statement an exclusion letter~~ 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 ~~in writing~~ by the individual within ~~five (3-5) weekdays~~ business days of ~~the~~ receiving the exclusion letter. ~~Written appeals should be dropped off at the 1st floor service desk. The excluded individual must leave library property immediately after dropping off their appeal.~~
- Hearings will be held within fourteen (14) ~~weekdays~~ business days of the receipt of the ~~request~~ ~~written appeal~~ by the Library Director or designee;
- The Library Director or designee will forward the written appeal to the President of the Board of Trustees.
- The President of the Board will appoint ~~a minimum of~~ three members of the Board as the hearing committee ~~and work with the Library Administrative Assistant to schedule a hearing.~~ The ~~person-excluded individual~~ shall be informed of the date, time, and place of the hearing ~~by mail, email, or by phone.~~ ~~It is the responsibility of the excluded individual to provide accurate contact information.~~

- The excluded individual will be allowed to enter the library during their hearing. They must leave the library immediately following their hearing.
- If the ~~person~~ excluded individual fails to attend the hearing without prior notification to the Library Director, the original exclusion will stand, with no further option to appeal.
- The hearings will be posted but will go into closed session if necessary for deliberation.
- Excluded individuals will be notified of the results of their hearing within 1 business day, either by mail, email, or by phone.

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.