

ITEM NUMBER: 7.57A a-c
CHAPTER: Administrative
Management
CODE: Procedure
COMPUTER ID: AMPRO-57A

Title: Banning Procedure
Effective Date: 4-2022
Authorized By: Library Director
Date of Last Revision: 4-2022

After staff have determined that a patron has engaged in severe or repeated inappropriate conduct and staff have determined that the individual(s) involved should be banned:

Staff will issue a written "Notice of Ban" form (Item Number 7.57A c) to the individual(s) involved, notifying the individual(s) that they have been banned from all Marathon County Public Library facilities. The notice shall indicate the reasons for the ban and the time period of the ban. If the patron is a minor, a copy of the "Notice of Ban" form will be given or sent to the parent.

A list of banning guidelines, including suggested ban lengths, and directions for annotations in the ILS will be found on the internal library workspace (currently, the N: drive). The Director has the power to affirm, modify, or revoke any suspension or banning.

All "Notice to Ban" forms will be routed to the following staff or locations:

- Administrative Coordinator
- circulation desk binder
- reference desk binder
- reference bulletin board

In addition, the following actions will be taken within the ILS and computer timing software to inform other staff members:

- a note in the patron's library record with a short description or reason for the ban and the date they can return
- if the patron is banned for longer than a month, place a manual block on their card using "B" (Banned patron block)
- disable the patron's account in the timing software

ITEM NUMBER: 7.57A b

Staff will send an email including the following information:

- patron's name and card number (if applicable)
- patron's physical description
- picture of the patron (if available)
 - If necessary, note the time of the incident and ask for a picture from the security camera footage.
- a description or reason for the banning
- length of the ban

This email should be sent to the following teams:

- Library Services
- Library Circulation
- Library Support Services
- Library Pages
- Library Branches

The patron will be added to the "Banned Patrons" spreadsheet available on the internal library workspace (currently the N: drive.)

Non-compliance with Ban:

If any patron named in a Ban Notice enters any Marathon County Public Library before the return date listed on the Ban Notice, they will be asked to leave. Refusal to leave shall result in contact with law enforcement and an extension of ban time.

ITEM NUMBER: 7.57A c

NOTICE OF BAN - MARATHON COUNTY PUBLIC LIBRARY

This Notice of Ban includes all Marathon County Public Library locations in Athens, Edgar, Hatley, Marathon City, Mosinee, Rothschild, Spencer, Stratford, Wausau

Last Name: _____ First Name: _____ Middle name: _____

Date of birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Library card number (if available): _____

If under 18 years of age, Parents' names: _____

Parents' phone: _____

On _____, at _____ AM/PM you were warned that you violated the rules of behavior or committed other serious offenses at the library.

Reason for ban: _____

You are banned from all Marathon County Public Library locations for a period of: (please check one)

- | | | |
|--------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1 Day | <input type="checkbox"/> 30 days | <input type="checkbox"/> 6 months |
| <input type="checkbox"/> 7 Days | <input type="checkbox"/> 3 months | <input type="checkbox"/> 1 Year |
| <input type="checkbox"/> Other _____ | | |

The first date that you may return to the library is: _____

If you enter the Library before the date printed above, the Library staff will call the police.

Because of the behavior listed above, and/or other history of inappropriate conduct at any Marathon County Public Library, you are banned from all Marathon County Public Library facilities until the date shown above. If you enter any Marathon County Public Library facility before the return date shown above, police will be called.

Initials of staff member issuing this form: _____

Date and time: _____

A photo may be attached to this notice.