

XIV – C POLICY ON DISRUPTIVE OR VIOLENT BEHAVIOR

DISRUPTIVE BEHAVIOR:

Disruptive behavior is defined as any conduct that violates the Franklin Lakes Public Library Rules of Conduct.

THREATENING BEHAVIOR:

The Franklin Lakes Public Library has a zero tolerance for threatening behavior.

The Library will perceive that a threat has been made when a patron verbally or physically threatens, intimidates or assaults another patron or library staff, or threatens to do harm to himself, and is done in person or via written notes, phone calls, text messages, use of social media or e-mail directed at library staff or the library in general. When threatening or potentially threatening behavior takes place, staff members will attempt to respond according to the nature and severity of the situation. In addition to any legal action taken against them, patrons involved in threatening behavior will be subject to the disciplinary policy below.

DISCIPLINARY POLICY:

The Franklin Lakes Public Library employs an incremental disciplinary policy in dealing with disruptive/threatening behavior. In order to enforce this policy, all staff members are given the following guidelines to assist them in implementing the library's policies.

- Initially, the patron will be informed that he/she is violating Library rules and that if the disruption continues he/she will be **TOLD** to leave the library for the remainder of the day.
- If the behavior continues the patron will be **TOLD** to leave the library property. If an individual does not leave the building when asked to do so, the staff member will notify the police.
- If the person or persons are minors, (under the age of eighteen (18)), the library will attempt to contact the parent(s) and request that the child be picked up immediately. If no parent can be contacted, the appropriate authorities will be notified and asked to take charge of the situation.
- An incident report will be submitted to the Library Director in the event of any violation of policy.

After the first offense, anyone violating the policy on disruptive behavior will be banned from the library and have their privileges suspended as follows:

FIRST REPEAT OFFENSE:	One (1) month
SECOND REPEAT OFFENSE:	Six (6) months
THIRD REPEAT OFFENSE:	Permanent Ban– Privileges revoked

Any person who enters or remains on library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on library premises during the period he/she has been banned from the library will be subject to police removal and may be subject to prosecution for trespassing.

VIOLENT BEHAVIOR:

The Franklin Lakes Public Library has a zero tolerance policy towards violent behavior. Any incidence of violence will result in staff notifying police and the removal of the offending patron from the building. The patron will be permanently banned from the library and his/her borrowing privileges revoked. In such an instance, the privileges may only be reinstated upon application and hearing by the Library Board of Trustees.

NOTICES:

Patrons whose privileges are suspended or revoked will be notified in writing via certified and regular mail at the patron's address provided on the library records. For minors, letters will be sent to their parents.

APPEAL PROCESS:

Any patron whose privileges have been suspended or revoked may request in writing to have the decision reviewed by the Board of Trustees. The patron will have the opportunity to present evidence and argument to the Board as to why his/her privileges should be reinstated. The Board shall consider the past conduct of the individual, the nature and seriousness of the offense(s) which necessitated the revocation of privileges, the impact of the offense(s) on other patrons and library staff. For patrons whose privileges are revoked because of violent behavior, the Board may also consider the patron's criminal record. Nothing in this policy shall be interpreted to deny the Board's right to ask that any sentence imposed in any criminal proceeding against a patron who has violated this policy regarding violent behavior include a suspension or revocation of the patron's borrowing privileges and right to use the library.

Approved: 12/11/89

Revised: 5/16/05, 3/21/11