



121 HIGH ST, NEWARK, NY 14513

315-331-4370, Fax 315-331-0552

www.newarklibrary.org newcirc@owwl.org

Procedure for Infractions of the Conduct Policy

For most minor infractions, the staff should follow the three strikes and you're out rule. Give the patron two warnings and if they continue their behavior, ask them to leave the library for the day. Some offenses are more severe and may require an individual to immediately vacate the premises. Library staff is authorized to contact the Newark Police Department to respond to such situations.

Repetitive Violations

The library has an incremental suspension schedule for individuals who continue to violate the Conduct Policy: one week, followed by one month, followed by three months, six months, a year, then finally indefinitely.

All violations of the Conduct Policy shall be added to the "Patron Notes" spreadsheet on our shared folder, including name(s) and description of behavior. Staff will also notify the director and e-mail staff with the name of the patron and the length of the suspension. When necessary, consult with the Head of Youth Services and/or the Assistant Director who will make a determination of consequences.

The Head of Youth Services or the Assistant Director will issue, or cause to be issued, a written ban letter to the individual involved notifying the individual that they are banned from the Newark Public Library. The letter shall indicate the reasons for the ban and the time period of the ban.

The Director will review and may reconsider the decision to suspend an individual upon written request of the individual and may shorten or terminate the suspension period if information submitted by the individual warrants such modification. Failure to abide by the restriction may lead to suspension of the juvenile from all library premises.

Banning Letter:

TO:

On _____ at approximately _____ you were observed at the Newark Public Library. At that time, you were:

___ INTOXICATED



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__ LOUD AND DISTURBING

__ IN THE LIBRARY DESPITE BEING PREVIOUSLY BANNED UNTIL _____

__ OTHER CONDUCT: Physical violence causing bodily harm to another patron.

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at the Newark Public Library, you are suspended from the library until the date listed below. If you enter the Newark Public Library property before the return date listed below, police will be called and you will be subject to being arrested for trespassing.

You may file a written request to the Library Director, Newark Public Library, 121 High St., Newark, NY 14513, to reconsider this suspension. Your written request should explain your reasons for reconsideration of the suspension.

THE LENGTH OF THIS BAN FROM THE NEWARK PUBLIC LIBRARY SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

Suspended from the library: _____

Return date: _____

Staff initials: _____

Appeal Procedure:

Written appeals can be made upon Library Director discretion.

Adopted by the Library Board of Trustees: February 9, 2023