

# Baker County Library District

## Library Use Restrictions Policy

### 1. Purpose

Baker County Library District (BCLD) is committed to providing a safe, welcoming, and inclusive environment for all patrons, visitors, and staff. This policy establishes procedures for addressing behavior that disrupts library operations, threatens safety, or violates library policies or applicable laws.

### 2. Scope

This policy applies to all individuals using any BCLD facility, property, materials, or services, including physical and digital resources.

### 3. Authority and Responsibility

All library staff share responsibility for maintaining a respectful environment and enforcing library policies. Staff are authorized to address and document inappropriate behavior as described in this policy. The Library Director (or designee) has final authority to determine and approve any restriction, suspension, or ban from library services or property.

### 4. Grounds for Restriction

A patron's use of library services may be limited or suspended if they:

- Violate the Library's **Code of Conduct** or any other library policy;
- Damage or misuse library property, equipment, or technology;
- Threaten, harass, or abuse staff or other patrons;
- Engage in disruptive, unsafe, or illegal activity on library premises; or
- Violate any applicable local, state, or federal law while on library property or using library resources.

### 5. Types of Sanctions

Depending on the nature and severity of the behavior, staff may apply one or more of the following sanctions:

- **Verbal Warning** — a notice that continued behavior will result in loss of privileges.
- **Limited Access Restriction** — temporary ban from a specific service or area (e.g., meeting room, computers, bulletin board).
- **Loss of Library Privileges** — temporary or extended suspension of borrowing or cardholder rights.
- **Restitution or Billing** — requirement to pay for lost, damaged, or vandalized materials or property.

# Baker County Library District

## Library Use Restrictions Policy

- **Parental or Guardian Consultation or Accompaniment** — requiring a consultation between the Library Director and a parent or guardian of a minor, and/or a minor to be accompanied by a responsible adult when on library property.
- **Temporary or Extended Ban** — denial of access to all library facilities for a defined period.
- **Immediate Ejection** — removal from library premises when safety or order is at risk.

The severity and duration of sanctions will be determined using professional judgment, taking into account the seriousness of the behavior and any prior incidents.

### 6. Progressive and Immediate Actions

Whenever practical, staff will use a progressive approach to discipline:

1. **First Violation:** Verbal warning and education about policies.
2. **Second Violation:** Written warning or short-term restriction.
3. **Subsequent or Serious Violations:** Longer suspension, ban, or ejection.

However, staff may take immediate action without prior warning when behavior poses a threat to health, safety, or property. Examples include:

- Physical or verbal abuse of staff or patrons;
- Threatening or illegal behavior;
- Attempting to tamper with, damage, or compromise library property, technology or networks.

### 7. Documentation and Records

All incidents involving warnings, sanctions, or ejections must be documented in writing. Records shall include:

- Patron's name (if known) or physical description;
- Date and description of the incident;
- Action taken and by whom; and
- Duration of any restrictions or bans.

A current list of individuals restricted or banned from library services will be maintained confidentially by administrative staff and shared only with authorized personnel.

### 8. Appeals Process

Patrons who receive a written restriction, suspension, or ban may appeal the decision in writing within 10 business days of notification.

# Baker County Library District

## Library Use Restrictions Policy

- Appeals must be addressed to the Library Director.
- The Director (or designee) will review the appeal and respond within 10 business days.
- Patrons who remain dissatisfied may request a further review by the Library Board of Directors, whose decision is final.

### **9. Equity, Privacy, and Accessibility**

All enforcement of this policy shall be fair, impartial, and nondiscriminatory, consistent with the Library's commitment to equity and inclusion. Patron privacy and confidentiality shall be maintained at all times, in compliance with Oregon public records law. Reasonable accommodations will be provided for individuals with disabilities, behavioral health conditions, or other special circumstances in accordance with the Americans with Disabilities Act (ADA).

### **10. Review and Revision**

This policy shall be reviewed at least every five years or as needed to comply with changes in law or best practice.

Approved by the Board of Directors: [Insert Date of Adoption]

Last Reviewed: October 2025

Supersedes: Policy adopted March 11, 2013; amended March 9, 2015