

Suspension of Privileges

Failure to comply with Urbandale Public Library policies may result in the suspension of privileges. If privileges are suspended, the suspended individual will be informed in writing. If the suspended individual is a minor, at least one parent will also be informed in writing. A multi-step disciplinary process is followed.

Guidelines

- Suspension of Library privileges, including exclusion from Library property, will be ordered on the following schedule:
 - first violation—warning
 - second violation—one day suspension
 - third violation—one week to one year suspension based on the severity of the violation
 - fourth and subsequent violations—one year suspension
- Suspension of meeting room privileges, which does not include exclusion from Library property, will be ordered on the following schedule:
 - first violation—warning
 - second violation—six month suspension
 - third violation—one year suspension
- A suspension imposed by anyone other than the Library director or assistant director must be reported to the Library director and is subject to the Library director's approval.
- If an individual poses any threat to any patron, staff member or any other person while on the property of the Urbandale Public Library, or, if an individual is engaged in illegal activity, the Library reserves the right to suspend library privileges immediately for a period of up to one year.
- A suspension of one week or more may be appealed to the Urbandale Library Board of Trustees.
- A [Request for Appeal of Suspension](#) must be submitted to the Library director within seven days of the suspended individual being informed of the suspension.
- The Library's Board of Trustees will review the appeal request at a public meeting of the Board, usually at the next regularly scheduled board meeting. The suspension is in effect during the appeal process.
- The person appealing must attend that meeting. Failure to do so represents default and the appeal will be withdrawn.
- The meeting will be conducted in a manner to be determined by the President of the Board of Trustees. The Appellant may make a statement to the board, answer questions, and provide witnesses. No one else will be allowed to speak on behalf of the appellant.
- The Board's decision is final and not subject to appeal.

Adopted by the Urbandale Public Library Board of Trustees, May 20, 2015