

## **Suspension of Privileges**

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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— written 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—written 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.

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

Approved September 23, 2019, July 25, 2022, May 27, 2025