

LIBRARY EXCLUSION POLICY

PURPOSE:

The purpose of this policy is to set forth guidelines for all Columbia County Rural Library District employees to address the exclusion of patrons from Library premises

POLICY:

Columbia County Rural Library District recognizes that Library management and staff have the authority to enforce the Patron Code of Conduct Policy, including withdrawal of permission to remain on Library premises and the issuance of exclusion orders. Patrons shall have the right to submit a written request for an administrative review of an exclusion order which is for a period greater than seven (7) days. Patrons shall include in the request any written documentation they seek to have considered in the review process. The exclusion order remains in effect pending administrative reviews.

If a patron timely requests an administrative review, the Columbia County Rural Library District Director shall review the exclusion order and provide the patron with a decision in writing. The patron may file a timely request for a Library Board review of the Director's decision. The Chair of the Library Board, or another Board member acting as the Chair's designee, shall review the exclusion order, considering only the written record and the patron's written administrative review request, and shall issue a final decision on behalf of the Library Board of Trustees.

The Director is authorized to develop procedures for the implementation of this policy including appropriate timelines for filing requests for administrative and Library Board reviews.