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SUSPENSION OF PATRON ACCESS POLICY

Approved 2/15/2021 Reviewed 11/17/25

Suspension decisions are based solely on behavior that violates the Library's Code of Conduct or other adopted policies. All policies are applied evenly to all patrons. Rules are content neutral and do not restrict a patron's viewpoints or protected speech.

Library clerks may suspend a patron's privileges for up to 72 hours for conduct violations. This may include directing the patron to leave the building. The Library Director or the Director's designee may impose suspensions longer than 72 hours. The length will be proportional to the severity of the behavior, the safety risk, and any pattern of repeated violations.

Staff must submit a signed and written Incident Report to the Director or his/her designee no later than the next business day whenever a patron's privileges have been suspended under this policy. The report must include the patron's name, the name of a parent or guardian if the patron is under 18, a description and date of the incident, and the length of the suspension. These records are confidential under New York Civil Practice Law and Rules §4509. Information is shared with law enforcement only when permitted by law, such as in response to a court order, subpoena, or an immediate safety concern.

If staff cannot obtain the patron's name, a photograph may be used solely to identify the individual involved in the violation. The photo may come from existing security footage or be taken by the Director or designee using Library-owned equipment. Staff may not use personal devices. Photos are used only for safety and enforcement purposes, stored with the incident record in a restricted location, and deleted at the end of the suspension unless needed for an active legal matter. Staff must avoid misidentification and apply this process consistently to all patrons.

Staff may give verbal notice of suspensions lasting up to 72 hours. The Library will create a written notice for internal records that states the reason for the suspension and its duration. Written notice is required for suspensions longer than one week when contact information is available. For patrons under 18, written notice will be sent to the parent or guardian.

A suspension includes denial of entry onto Library property and prohibition on contacting the Library or its staff in any form. Entry during a suspension is considered trespassing. The Library may call law enforcement, take legal action, and extend the suspension if a patron violates its terms. Any extension will be communicated to the patron when possible and documented in a separate Incident Report.

Patrons may request that the Director review a suspension. This review is administrative, not adversarial, and is intended to ensure fairness and consistent application.

The Library will consider reasonable accommodations for patrons whose behavior may be related to a disability, provided the accommodation does not compromise safety or prevent the Library from operating effectively.

Incident reports, photos, and related records will be retained according to the Library's approved

records retention schedule. Staff responsible for enforcement will receive periodic training to ensure consistent and lawful application of this policy.

When the suspension ends, the patron may be required to meet with the Director or designee before access is restored.

The mission of the Bloomfield Public Library is to be a welcoming and accessible environment for the community to gather, learn, and ignite curiosity.

