

## **DISCIPLINE POLICY**

To insure that all patrons may have considerate use of the Belleville Public Library, appropriate behavior is expected. Violation of any of the following rules will result in a warning and/or expulsion from the property. Whenever necessary police will be contacted. The Director and supervisory staff have authority to carry out all powers of this policy.

1. No loud talking or boisterous behavior (running, excessive seat changing, etc.).
2. No food or drink may be consumed in the library (except with prior approval of the Library Director).
3. No smoking.
4. No destruction or mutilation of library property.
5. No parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
6. No conduct which is disruptive to the operation of the library, or threatening to patrons, staff, or library property.
7. No sleeping on library property.
8. No inappropriate behavior while using computers, WiFi or personal devices electronic devices within the library.

### **Disciplinary Procedure**

The library staff endeavors to treat all patrons equally. The following procedures will be followed should discipline become necessary.

1<sup>st</sup> warning of inappropriate behavior.

2<sup>nd</sup> warning will result in lost of library use for the rest of the day.

3<sup>rd</sup> warning of inappropriate behavior.

4<sup>th</sup> warning will result in lost of library privileges for one month.

5<sup>th</sup> warning of inappropriate behavior.

6<sup>th</sup> warning will result in loss of library services for 2 years.

Appeals process: After two years a patron may submit a written request to the Board to reinstate library privileges. The Board has the right to grant or deny a request.

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