



## SUSPENSION POLICY

Suspension of Library privileges is an option used when users exhibit or engage in behavior that violates any Library Policy, City or County Ordinance, or State Law.

- Incident reports will be completed as soon as possible after the incident and filed with Library Administration. The report may be mailed or delivered at the next opportunity.
- Library staff will indicate the applicable information in the incident report including but not limited to:
  - Violation of Library Policy, City or County Ordinance, or State Law
  - Law Enforcement involvement
  - User name (if known) and physical description
  - Length of suspension
  - Building suspension (system-wide or branch specific)
  - Borrowing privilege suspension
  - Computer access suspension
  - Method of user notification
- Acts of aggression or verbal threats or behaviors that require the presence of law enforcement will result in suspension from all Washoe County Libraries. System-wide suspensions will be forwarded to Library Leadership Team.
- Right to appeal;
  - Within 10 days, any action by a staff member may be appealed by contacting Washoe County Library Administration.
  - The first appeal shall be made to the Assistant Library Director
  - A second possible appeal may be made to the Library Director.
  - A third and final appeal may be made to the Library Board of Trustees. The decision of the Library Board of Trustees is final.
  - Failure to file an appeal within 10 days of the suspension, or within 10 days of a first and/or second appeal decision, will be considered a waiver of the right to appeal.

**APPROVED: March 19, 2003**

**REVISED: July 18, 2007**

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