

Policy Name: Exclusion or Suspension from Library Premises
Adoption Date: April 13, 2022
Supersedes: #10.49 Exclusion from Library Premises

BACKGROUND

The goal of Tacoma Public Library (TPL) is to create a welcoming environment for all Community Members and Library Patrons. TPL wants all community members to use Library resources and has a responsibility to ensure that all have the opportunity to do so in a safe, welcoming, and respectful environment.

POLICY INTENT

Library staff reserve the right to intervene to stop prohibited activities and behaviors. Failure to abide with this and any other established TPL policies including but not limited to, the Community & Patron Library Use Agreement, the Parental/Caregiver Responsibility policy, and the Internet, WIFI and Hot Spot Policy, could result in restriction of Library privileges.

Library patrons are expected to:

- Be safe
- Be respectful of other patrons and Library staff
- Be respectful of Library property
- Obey the law
- Comply with requests from Library staff

Exclusions are a permanent system-wide withdrawal of all Library privileges including permission to be in Library facilities, on Library grounds, or access staff assistance or services at all locations.

Suspensions of more than seven consecutive days must be approved by the Library Director or Assistant Library Director.

Suspensions are a system-wide withdrawal of permission to remain in Library facilities, on Library grounds, or access staff assistance through service locations for a specific length of time. Suspensions range from 1 day to 1 year. Suspensions may be modified at the discretion of the Library Director or Assistant Director. Suspensions may also include special limitations from certain Library privileges such as suspension from certain Library activities or events, or technology resources.

When a staff person notices unacceptable or unsafe behaviors within the Library, they may issue a suspension notice. Staff will then forward the suspension notice to their manager who in turn will forward the notice to the Library administration, for record-keeping purposes.

Patrons may appeal their suspension or exclusion by sending a written objection within seven (7) days to the Library Director via email, United States Postal Service, or asking their local Library staff to

forward to the Library Administration Office. The Library director and Assistant Director have the authority to affirm, modify, or revoke any suspension or exclusion.

DEFINITIONS *(if applicable)*

STRATEGIC PLAN ALIGNMENT

This policy supports the following Library strategic priorities:

Responsible and Resilient

Policy #10.49 supports the safety and support of all Library visitors. It ensures that we are being responsible for the safety of Library Staff, Patrons, and Library Property. Because Library services are taxpayer-funded, it is the obligation of the Library to ensure that all feel welcome and safe when on Library Property.

Equity and Access

TPL is ensuring equity and access for youth younger than 16 by allowing youth to continue to utilize Library Resources in the company of a parent/guardian when issued a suspension notice.

X	Equity and Access We are committed to racial equity and social justice. It guides our work in serving Tacoma's diverse communities, especially the most vulnerable and underserved.		Cultivate and Engage Community We will be the center for connecting people, ideas, and places.
	Learning, Creativity, and Innovation We will be the place for learning, discovery, and innovation.	X	Responsible and Resilient We will be an integral partner in a sustainable network that supports a thriving Tacoma.
	Investment in Youth We believe that youth are the future and will prioritize services, programs, and partnerships that nurture and develop young minds.		

REFERENCES

Tacoma Public Library Community and Patron Use Agreement

Tacoma Public Library Parent/Caregiver Responsibility Policy

Tacoma Public Library Internet, WIFI, Hot Spot Usage Agreement

POLICY HISTORY

Action	Date	Notes
Exclusion from Library Premises #10.49	April 20, 1994	Adopted by Board of Trustees
Revised and Updated	December 18, 2021	Library Staff Team worked to revise the policy
Exclusion and Suspension from Library Premises	April 13, 2022	Adopted by Board of Trustees