

DISCIPLINARY POLICY AND PROCEDURE

The Board of Trustees of the Rahway Public Library adopted the following Disciplinary Policy and Procedure to ensure the well-being and safety of Library staff and patrons.

The **Rules of Conduct Policy** will be posted at the entrance to the building.

If a patron or a Library staff member observes an individual violating one of the Library rules, a Library staff member should promptly approach that individual. In such a case, the Library staff member should remain calm and polite, but firm, and request that he/she stop the violation behavior.

A patron who persists in disruptive behavior will be asked to leave the library, and will have his/her Library privileges suspended as follows:

1st Offense – Removal for the day

2nd Offense – Up to Two Weeks

3rd Offense – Up to One Month

4th Offense – Up to One Year

5th Offense – Indefinite Ban of at least One Year. Must apply in writing and be re-instated by the Library Board of Trustees.

If a patron is removed from Library premises by the police department as the result of one or more infractions of the Rules of Conduct, the removal may accelerate the disciplinary steps and may result in an immediate one-year ban of the patron from Library property.

Library staff will have management or the person-in-charge ask the patron to leave promptly and explain how long they will be suspended for. If a patron is a minor, their parents or guardian will be notified by library management.

If the patron refuses to leave, the Library management or the person-in-charge will call the police. Depending on circumstances, the Library staff member may choose to warn the patron that the police will be called. Ask the police officer to get the patron's name if not known.

A Library staff member should write an Incident Report when a serious infraction of a Rule of Conduct has occurred in consultation with library management. Include address and phone number, time of expulsion, nature of offense, and penalty imposed. Incident reports will be retained as a record of problem patron(s).

Provide this information to the Director as soon as possible.

Approved: Rahway Public Library Board of Trustees – July 27, 2021