



SUSPENSION OF LIBRARY PRIVILEGES POLICY

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

1. Incident reports will be completed as soon as possible (preferably within 24 hours) after the incident and filed with Library Administration. The report may be mailed or delivered to the user at the next opportunity.
2. 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 and return date
 - Building suspension (system-wide or branch specific)
 - Borrowing privilege suspension
 - Computer access suspension
 - Method of user notification
3. Examples of behaviors warranting suspension include but are not limited to behaviors outlined on the Washoe County Library Conduct Policy.
4. 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 and the County Security Administrator.
5. Right to appeal;
 - Within 10 days, any suspension of library privileges may be appealed by contacting Washoe County Library Administration.
 - The first appeal shall be made to the Assistant Library Director. The user will be notified of the appeal decision within ten (10) working days
 - A final appeal may be made to the Library Director. The user will be notified of the final decision within ten (10) working days.
6. The decision of the Library Director is final.
 - Failure to file an appeal within 10 days of the suspension, or within 10 days of the first appeal decision, will be considered a waiver of the right to appeal.

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