



Barring Policy

Gates Public Library

1. Authority

The Gates Public Library Board of Trustees adopts rules and regulations as necessary regarding patron conduct on Library premises. Under Section 262 of New York State Education Law, the Board has the authority to exclude any person who willfully violates its rules. The Board will exercise its authority by barring persons from library premises in accordance with the following procedures, which shall be applied uniformly and without discrimination.

2. Posting of the Code of Conduct

The Code of Conduct as adopted by the Gates Library Board of Trustees shall be displayed at the entrance of the Gates Public Library.

3. Barring - Minor Offenses

- a. Patrons who break the established rules by committing minor offenses as identified by items 1-11 in the Code of Conduct may be asked to leave the library facility by the librarian on duty and may be barred from returning for a period not to exceed seven days. Repeated infractions may subject the patron to a longer barring as described in section 4 below.
- b. Such barring shall be verbally communicated to the patron and recorded on an incident report form, a copy of which shall be kept on file at the library.
- c. Once the period of barring has concluded the patron shall be automatically reinstated.

4. Barring - Serious Offenses

- a. A serious offense shall be defined as any action that violated any federal, state or local law; or violations 12-17 of the library's posted Code of Conduct.
- b. Patrons who break the established rules of conduct by committing a serious offense shall be asked by the librarian on duty to leave the library facility, or in the case of a legal offense, to stay for police action. The patron shall be verbally informed that they are not to return for a period of seven days. Within the seven-day period, the incident will be reviewed according to the procedures mentioned below and the patron will be sent a letter advising them of their misconduct and the period of time they have been barred from the library. Such patrons will be subject to being barred by the Library Director from any GPL activities for a period not to exceed one year.
- c. The Director or his or her designee, shall make a determination based on the review of the Incident Report form and shall notify the patron via registered, return-receipt letter. The letter

shall state the reasons for and the length of the barring, describe the patron's right to appeal and outline the process required to gain reinstatement.

- d. All patrons barred from the Library for a period exceeding seven days shall be afforded an opportunity to appeal the decision within five days of receipt of the barring letter. Such appeal shall be made by contacting the Library Director. The process for appeal shall be detailed in the barring letter.
- e. Minors may be partly barred for a serious or repeat violation and required to have a parent in immediate attendance so that they may continue to use the library.

5. Enforcement

- a. The library shall maintain a record of the patron's name and address, description (if possible), reason for and duration of barring and all other pertinent information. Staff should be notified through memorandum.
- b. If a patron enters the library facility during the period in which he or she has been barred, the librarian on duty shall request the patron to leave immediately. If a patron refuses, the police will be called.

Approved by Library Board May 15, 1996

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