



Greenwich Library Policy

Implementation of Library Policies and Rules

Approved February 13, 2024

Greenwich Library (the “Library”) seeks to offer a safe and welcoming place for people to read, learn, gather and share experiences. Library policies and rules have been established to promote this goal and the Board of Trustees (“the Board”) has empowered the Library staff to enforce Library policies and rules.

Library staff may, depending on the nature of a policy or rule violation, exercise at its discretion the right to suspend or terminate access to the Library’s facilities and resources. Suspensions may entail limiting or prohibiting a library user from physical access to the Library or remote access to its resources. The following guidelines are used by Library administration when determining the type and length of a suspension. Furthermore, the Library reserves the right to refer violations to appropriate civil authorities.

There are four levels of policy or rule violations: 1) Severe 2) Intermediate 3) Moderate and 4) Minor.

Severe Violations include, but are not limited to:

- Threats of or actual physical violence; this includes all threatening behavior both in person and electronically;
- Destruction and/or vandalism;
- Acts of sexual misconduct or lewd behavior;
- Carrying firearms or other deadly weapons;
- Viewing child pornography; and
- Selling or using illegal drugs on Library property.

Severe violations may result in a minimum of a one-year suspension of access for the first violation and may be followed by suspensions of greater length for further policy or rule violations.

Intermediate Violations include, but are not limited to:

- Theft of Library property and materials;
- Harassment or intimidation of Library users or staff;
- Consuming alcohol on Library property except in instances permitted by the Food and Beverage Policy;
- Misuse of the Library’s computers or networks; and
- Exhibiting disruptive behavior

Intermediate violations may result in a minimum of a six-month suspension of access for the first violation and may be followed by suspensions of greater length for further policy or rule violations.

Moderate Violations include, but are not limited to:

- The use of tobacco products including vaping or electronic cigarettes except in designated areas;
- Soliciting on Library property; and
- Filming or photographing contrary to the Public Behavior Policy.

Moderate violations may result in a warning or a minimum of a two-week suspension of access. Further violations of policies or rules may result in suspensions of greater length.

Minor Violations include, but are not limited to:

- Wearing inappropriate clothing and/or failure to wear shoes;
- Loud talking, playing of music or other disturbing behaviors;
- Moving furniture;
- Consuming food or beverages outside of designated areas;
- Bringing an animal, unless this is a service animal, inside Library facilities;
- Misuse of restrooms; and
- Sleeping on Library property.

Minor violations may result in a warning or a one-day suspension of access. Repeated violations of policies or rules may result in suspensions of greater duration.

Library users who have had their privileges suspended due to severe or intermediate violations of policy have a right to appeal. All appeals must be made in writing using the attached form and mailed to the attention of the Library Director. If the Director denies the appeal, the user may further appeal in writing (hardcopy) to the Greenwich Library Board of Trustees at 101 West Putnam Avenue, Greenwich, CT 06830. During an appeal process for intermediate policy violations, Library staff may at its discretion choose to temporarily lift any such suspensions based on the nature of the violations.



Greenwich Library

Suspension Appeal Form

Greenwich Library (the “Library”) Board of Trustees has delegated the responsibility for issuing appropriate suspensions for violations of Library policies and rules to Library staff and has established procedures for an appeals process in the Library’s Implementation of Library Policies and Rules Policy. If you wish to appeal the Library’s decision regarding the suspension of your access to the Library’s premises and/or resources, please fill out and sign this form and submit a hardcopy to the attention of the Library Director at Greenwich Library, 101 W. Putnam Avenue, Greenwich, CT 06830.

Name _____

Date _____

Address _____

Phone _____

Reason for suspension _____

Date of suspension _____

State the reasons why the suspension should be lifted:

Signature _____