



**Greenwich Library Policy
Implementation of Library Policies and Rules
Approved February 13, 2024**

For definitions and other information relevant to understanding Library Policies, please see *Introduction to Library Policies*.

The Library seeks to offer a safe and welcoming place for users to read, learn, gather and share experiences. Library Policies and rules have been established to promote this goal and 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 Property and Premises. Suspensions may entail limiting or prohibiting a 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. 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 Premises.

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;
- Harassment or intimidation of Library users or staff;
- Consuming alcohol on Library Premises except in instances permitted by the Food and Beverage Policy;
- Misuse of the Library 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 Premises; 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 it is a service animal, inside the Library;
- Misuse of restrooms; and
- Sleeping on Library Premises.

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 have a right to appeal. All appeals must be made in writing using the attached form and mailed to the attention of the 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, Library staff may at its discretion choose to temporarily lift any such suspension based on the nature of the violation.



Greenwich Library

Suspension Appeal Form

The Board has delegated the responsibility for issuing suspensions for violations of Library Policies and rules to Library staff and has established procedures for appeals in the Library Implementation of Library Policies and rules. If you wish to appeal the Library decision regarding the suspension of your access to the Library Premises or Property, please fill out and sign this form and submit a hardcopy to the attention of the Director at Greenwich Library, 101 W. Putnam Avenue, Greenwich, CT 06830.

Name _____

Date _____

Address _____

Phone _____

Reason for suspension _____

Date of suspension _____

Reasons why the suspension should be lifted:

Signature _____