



# SUSPENSION GUIDELINES FOR LIBRARY VISITORS

toledolibrary.org  
419.259.5200

Visitors must behave in a socially acceptable manner on the premises of the Toledo Lucas County Public Library. Guidelines for addressing infractions and suspending visitors from Library property are below.

In addition to the listed suspension guidelines for the Toledo Lucas County Public Library, any criminal offense committed on the Library premises, in violation of local or municipal ordinances or the Ohio Revised Code will be subject to prosecution, subject to the discretion of the executive director, director of public services or manager of public services. In cases where the patron disagrees with the suspension letter, he/she can send a letter of appeal to the director of public services (325 Michigan St., Toledo, OH 43604) within seven days of receipt of the suspension letter.

VIOLATION	AGES 13 AND UNDER			AGES 14 AND UP		
	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION
1. Violation of Internet policy, including the display of profanity or sexually explicit graphics.	1-day suspension	7-day suspension	30-day suspension	Warning or 7-day suspension	30-day suspension with approval	Suspension with approval
2. Efforts to bypass the security of the network, misuse of the computers or Internet access.	Warning or 1-day suspension	7-day suspension	30-day suspension	6-month suspension with approval	1-year suspension	2-year or more suspension
3. Possession of alcoholic beverages or illegal drugs. Being under the influence of alcohol or drugs to the extent that one is unable to exercise care of self, or presents a risk of physical harm to himself or another, or to property of another.	Warning or 1-day suspension	7-day suspension	30-day suspension	6-month suspension	1-year suspension	2-year suspension
4. Verbal and/or physical harassment of staff or customers to include but not limited to: using threatening language, stalking behavior, i.e., following persons on premises without their permission: staring or watching persons in a manner which could reasonably be construed as threatening.	Warning or 1-day suspension	7-day suspension	30-day suspension	6-month suspension	1-year suspension	2-year suspension
5. Destroying or defacing Library material and/or property. Suspension period may be extended longer until financial restitution is paid for damage.	Warning or 1-day suspension	7-day suspension	30-day suspension	1-year suspension	2-year suspension	3-year suspension
6. Selling, soliciting or distributing illegal drugs or alcoholic beverages on Library premises.	Warning or 1-day suspension	7-day suspension	30-day suspension	1-year suspension	2-year suspension	3-year suspension
7. Theft or attempted theft of Library property or personal property of another. Suspension period may be extended longer until financial restitution is paid for theft.	Warning or 1-day suspension	7-day suspension	30-day suspension	1-year suspension	2-year suspension	3-year suspension
8. Failure to surrender or remove from the premises any items, upon request of Library staff or security person, that are deemed by them to be a weapon, dangerous ordinance or contraband.	Warning or 1-day suspension	7-day suspension	30-day suspension	1-year suspension	2-year suspension	3-year suspension
9. Engaging in fighting, challenging another person to fight, physically abusing or assaulting anyone on Library property.	Warning or 1-day suspension	7-day suspension	30-day suspension	1-year suspension	2-year suspension	3-year suspension
10. Engaging in sexual activity, including solicitation of prostitution or indecent exposure.	Warning or 1-day suspension	7-day suspension	30-day suspension	1-year suspension	2-year suspension	3-year suspension