

SUSPENSION GUIDELINES for Library visitors

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:

Violations: ages 13 and under	1st violation	2nd violation	3rd violation
1. Violation of Internet policy, including the display of profanity or sexually explicit graphics.	One-day suspension	Seven-day suspension	30-day suspension
2. Efforts to bypass the security of the network, misuse of the computers or Internet access.	Warning or one-day suspension	Seven-day suspension	30-day 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 oneself or another, or to property of another.	Warning or one-day suspension	Seven-day suspension	30-day suspension
4. Verbal and/or physical harassment of staff or patrons 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 one-day suspension	Seven-day suspension	30-day 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 one-day suspension	Seven-day suspension	30-day suspension
6. Selling, soliciting or distributing illegal drugs or alcoholic beverages on Library premises.	Warning or one-day suspension	Seven-day suspension	30-day 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 one-day suspension	Seven-day suspension	30-day 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 one-day suspension	Seven-day suspension	30-day suspension
9. Engaging in fighting, challenging another person to fight, physically abusing or assaulting anyone on Library property.	Warning or one-day suspension	Seven-day suspension	30-day suspension
10. Engaging in sexual activity, including solicitation of prostitution or indecent exposure.	Warning or one-day suspension	Seven-day suspension	30-day suspension

Violations: ages 14 and over	1st violation	2nd violation	3rd violation
1. Violation of Internet policy, including the display of profanity or sexually explicit graphics.	Warning or seven-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.	Six-month suspension with approval	One-year suspension	Two-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 oneself or another, or to property of another.	Six-month suspension	One-year suspension	Two-year suspension
4. Verbal and/or physical harassment of staff or patrons 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.	Six-month suspension	One-year suspension	Two-year suspension
5. Destroying or defacing Library material and/or property. Suspension period may be extended longer until financial restitution is paid for damage.	One-year suspension	Two-year suspension	Three-year suspension
6. Selling, soliciting or distributing illegal drugs or alcoholic beverages on Library premises.	One-year suspension	Two-year suspension	Three-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.	One-year suspension	Two-year suspension	Three-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.	One-year suspension	Two-year suspension	Three-year suspension
9. Engaging in fighting, challenging another person to fight, physically abusing or assaulting anyone on Library property.	One-year suspension	Two-year suspension	Three-year suspension
10. Engaging in sexual activity, including solicitation of prostitution or indecent exposure.	One-year suspension	Two-year suspension	Three-year suspension

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 or director of public services.

In cases where the patron disagrees with the suspension letter, they 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.