

CHURCHILL COUNTY LIBRARY REFUSAL OF SERVICE POLICY

Right to Refuse Service:

It is the right of every citizen to partake in the public services provided by the Churchill County Library ("Library") without regard to age, race, religion, sex, national origin, gender orientation, or disability. The Library reserves the right to refuse public service and prohibit entrance to the Library facilities or property to any disruptive individual when such refusal is necessary to protect the health, safety, and welfare of employees and other members of the public or when the individual's conduct interferes with the peaceful conduct of activities normally carried on in the Library facilities or on the grounds. Disruptive individuals may be asked by any Library employee to leave the premises for the day.

Notice of Suspension:

When an individual engages in behavior that threatens the health, safety, and welfare of Library employees and other members of the public or interferes with the peaceful conduct of activities normally carried on in the Library facilities or on the grounds, including violating Library policy, the Library Director, the District Attorney's Office, or the County Manager shall issue a notice of suspension of services to the member of the public. Written notice shall be provided to the individual by at least one of the following methods: (1) in person, (2) mail notice to their last known address, or (3) by posting a notice in at least one public area the disruptive individual is prohibited from using for a period of no less than seven (7) days.

The Notice of Suspension shall include:

- (1) A description of the conduct warranting the suspension;
- (2) The period of suspension;
- (3) The public access and services suspended; and
- (4) The right to appeal the suspension

Period of Prohibition:

A suspension of Library services must be no longer than necessary to protect the interests of the public and Library employees. Where there exists a significant threat to public or Library employee health, safety, or welfare, or when an individual has previously had services suspended, a permanent suspension of services may be issued.

Incident Report:

An incident report shall be completed and provided to the Library Director as soon as practicable after the incident bringing rise to the suspension of services.

Appeal:

A person receiving a Notice of Suspension of services may appeal the prohibition to the Library Board of Trustees within ten (10) days by providing a written appeal of the suspension to the Library Director's Office. Any appeal shall be in writing and set forth the basis for the appeal and any factual evidence that should be considered by the Library Board of Trustees. The Library Board of Trustees will hear the matter in an open and public meeting. The Library Board of Trustees shall issue a final determination within thirty (30) days of appeal.

In the event the Library Board of Trustees upholds the suspension of services, the individual may appeal to the Board of County Commissioners by providing a written appeal to the Library

Director within ten (10) days of the Library Board of Trustee's decision. The Board of County Commissioners shall hear the matter in an open and public meeting and issue a final decision within sixty (60) days.

Allowance for Public Comment:

Any person suspended from Library services shall maintain their right to make public comment at any open meeting. The suspended individual must contact the Library Director prior to the meeting of their intention to speak at the meeting.

Adopted on October 4, 2024