DISCIPLINE POLICY

This discipline policy is to be used as a guideline. Library staff and trustees reserve the right to use discretion in situations not clearly stated within this policy.
Library staff have the right to enforce the Acceptable Behavior Policy using discipline procedures outlined below. Consequences range from a one-day suspension to a permanent ban from the North Sioux City Community Library. The length of suspension is dependent on the severity of the violation or history of conduct. Behavior not allowed on library property is defined in the Acceptable Behavior policy and Rules of Conduct.

Discipline Procedures:

1. In the case of a minor violation, the library user receives a verbal warning. If the behavior continues, the library user must leave the Library for one day. Minor violations are:
   a) Non-violent
   b) Not related to illegal or controlled substances
   c) Not harassing in nature
2. In the case of a major violation, the library user may receive only one warning or be ordered to leave the building immediately. Police may be called to assist when necessary. Major violations are:
   a) Harm to self or others
   b) Illegal activity
   c) Harassing or threatening others
3. In the case of repeated or severe violations, the library user will be suspended from the Library for an extended period of time. The extended period may be two weeks, one month, six months, one year, or a permanent ban.

Appeals Process:

An appeal may be made to the Board of Trustees for a library suspension longer than one month. The ban remains in effect through the appeal process and a decision is made by the Board.

1. An appeal to the Library Board must be in writing using the “Ban Appeal Form” available at the library website. The appealing party may request a printed form at City Hall.
2. A decision will be made within ten (10) business days of receipt of the appeal. The appealing party may attend the Library Board’s meeting to hear the appeal, but attendance is not required.
3. The Board’s written decision will be sent to the appealing party no later than five (5) days after the decision is made.