



**HAMILTON EAST
PUBLIC LIBRARY**

EXPULSION PROCEDURES

Hamilton East Public Library staff members have the discretion to expel patrons from the Library in an incremental manner based on observed behaviors.

Staff members have the authority, if needed, to expel a patron for the remainder of the current business day for behavioral issues, based on the Library's Acceptable Behavior Guidelines. Staff should, whenever possible, enlist an additional staff person to assist with and witness the expulsion. The staff member will write an incident report to support the expulsion, and file it with that building's Deputy Director. The incident report should include patron names (if possible) and/or descriptions, guardian or parent name(s) if the report is filed about a minor, and a detailed account of the incident.

If an individual refuses to leave the Library after being asked by Library staff to do so, or returns to the Library after having been expelled for the day, Library staff should contact the Deputy Director or Library Director, who will make the decision to contact local law enforcement, if appropriate.

In cases in which behavior is determined to be severe enough or a pattern of behavior is observed, Library administration may expel that individual from the Library for a period of 30 days. At this time, an incident report will be filed, including a reference to previous report(s) and description of the observed behavior/pattern of behavior. If a name and address is available, the Library Director will send a letter to the patron and/or guardian detailing the reason for the expulsion and the date the individual may return.

Following a 30 day expulsion, further incremental expulsions may be issued if a patron continues to exhibit the same pattern of disruptive/unacceptable behavior at the discretion of Library administration.

For the duration of an expulsion, the individual may not visit any location of the Hamilton East Public Library nor trespass on Library property. This includes the Noblesville and Fishers Libraries, surrounding grounds and parking lots. Violation of this expulsion could result in arrest on the grounds of trespassing (IC 35-43-2-2.)

Approved by Hamilton East Public Library Board of Trustees – June 2016