

Hamburg Public Library

Suspension of Library Services Policy

Purpose

- The Hamburg Public Library's Community Agreement outlines expectations for behavior in the library. The Suspension of Library Services Policy explains the process for temporarily or permanently suspending access to library services when those expectations are violated.
- The Library aims to maintain a safe, respectful environment for all patrons and staff. This policy will not be applied in an unreasonable or discriminatory manner, nor will it unfairly restrict access to the Library or its resources.

Responsibility and Authority

- Any library staff member may ask a patron to leave the library for the remainder of the day in response to a minor infraction or violation of the Community Agreement.
- Serious or repeated infractions will be referred to the Library Director, who has the authority to suspend a patron's library privileges for a defined period or permanently, depending on the severity and frequency of the behavior.

Documentation

- The Library Director will maintain a confidential file documenting all reported incidents that result in a written record. This file is used to track recurring issues and ensure consistent enforcement.
- When a suspension longer than the remainder of the day is imposed, the Library Director will issue a Notice of Library Suspension letter.
 - A copy will be provided to the patron and filed with the Hamburg Borough Police Department.
 - In the case of a minor, the Library will attempt to notify the parent or guardian and provide them with a copy of the notice.

Suspension of Library Services

- Library privileges may be suspended for failure to follow the Library's established behavior policies, including the Community Agreement and the Policy for Internet Access for Berks County Public Libraries.
- The Library reserves the right to immediately remove any individual whose conduct is dangerous, threatening, or harassing toward staff or other patrons. In such cases, law enforcement may be notified, and the Library may pursue remedies under applicable federal, state, or local law.
- A suspended patron who enters the Library before the return date listed on their suspension notice may be subject to trespassing charges.

Guidelines for Determining Suspension Length

- The following guidelines assist staff and the Library Director in determining the appropriate response to behavioral violations:
 - A. First Offense
 - a. Staff will inform the patron of the relevant policy and issue a verbal warning.
 - b. Continued misconduct may result in the patron being asked to leave the Library for the remainder of the day.
 - B. Second Offense
 - a. The patron may be suspended from the Library for up to 30 days.
 - b. During this time, the individual may not enter Library property or attend Library programs.
 - C. Third Offense
 - a. The patron may be permanently barred from the Hamburg Public Library.
 - D. Violent, Threatening, or Harassing Behavior
 - a. Any act of violence, intimidation, or harassment, verbal or physical, may result in immediate and permanent suspension, even on a first offense.
 - b. The Hamburg Borough Police Department will be notified in such cases.

Appeal Process

- A one-day suspension may not be appealed.
- When a minor (under 18) is suspended for more than one day, the Library will make every effort to notify the parent or guardian.
- Any patron whose privileges have been suspended for more than one day may appeal in writing to the Library Board of Trustees within fourteen (14) days of receiving the suspension notice.
 - Appeals must be submitted in writing to:
 - Library Director
Hamburg Public Library
35 North Third Street
Hamburg, PA 19526
- The Library Board of Trustees will review the suspension at its next regularly scheduled meeting. The Board will consider the written appeal and vote to uphold or dismiss the suspension. The patron will receive written notice of the Board's decision.
- The decision of the Hamburg Public Library Board of Trustees is final.
- The suspension remains in effect during the appeal process and may only be lifted through completion of the original term or reversal by the Board.

Approved by the Board of Trustees November 8, 2022
Revised by the Board of Trustees November 11, 2025



Hamburg Public Library

Notice of Library Suspension

Name: _____ Date of Library Suspension: _____

Your visitor privileges to the Library are suspended for a period of: _____ day(s)/week(s).

This means you may not enter the Hamburg Public Library from _____ to _____.

Your access to the Hamburg Public Library will be restored on _____.

Reason for suspension:

You are receiving this notice of suspension due to the behavior listed above in violation of the Hamburg Public Library's Community Agreement. A copy of this policy accompanies this notice.

If you enter the library before the return date listed above, the police will be called and charges may be filed for trespassing.

Any patron whose privileges have been revoked may appeal the decision to the Board of Trustees via written request to the Library Director within fourteen (14) days of the denial of library services. The notice of appeal must be sent to the library at 35 North Third Street, Hamburg, PA 19526. The Library Board of Trustees will review the suspension at the next regularly scheduled meeting of the Library Board. The Library Board of Trustees will read the appeal and will vote to uphold or dismiss the suspension. The patron will be notified by letter of the decision of the Library Board of Trustees. The decision of the Hamburg Library Board of Trustees is final.

The above suspension remains in effect during the review process and you may only return to the library if/when the above suspension is terminated either through the appeal process or completion of the original terms.

Library Director: _____ Date: _____