

BLEYHL COMMUNITY LIBRARY

Library Exclusion Review Process

The Library Board has formally delegated to supervisory library staff the authority to enforce the **Rules of Conduct**, including but not limited to the withdrawal of permission to remain on library premises and the issuance of exclusion orders.

Patrons shall have the right to submit a written request for an administrative review of an exclusion order (**Notice of Trespass**) that is for a period greater than seven days. Patrons shall include in the request any written documentation they seek to have considered in the review process. The exclusion order remains in effect pending administrative review.

Upon receiving a timely request (within ten [10] days) for an administrative review, the Library Director shall review the exclusion order and provide the patron with a decision in writing. The Chairman of the Library Board, or another board member acting as the Chairman's designee, shall review the exclusion order, considering only the written record and the patron's written administrative review request, and shall issue a final decision on behalf of the Bleyhl Community Library Board.