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Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Banning Policy

Adopted September 14, 2011

Revised July 2023

Scope

Henrietta Public Library's Code of Conduct and Safe Child Policies help to ensure the safety and security of the staff and patrons as well as provide a comfortable and enjoyable library experience for all. Use of HPL's facilities and resources implies acceptance of the Code of Conduct. When individuals persistently violate the library's Code of Conduct and/or their behavior constitutes a threat to others, staff members have the authority to ban the violator(s) from the library for the rest of that day. If necessary, the director/assistant directors have the authority to extend the ban depending on the violator(s)'s behavior.

Definitions & Policy

Banning or exclusion from library premises denies the patron access to the building, grounds, and services of the library.

The Director or Assistant Director has the authority to ban from the library premises for a period of up to twelve months any individual whose behavior is a sufficient threat to the ability of the library to operate in a safe manner or whose behavior prevents staff and/or patrons from using the library services, furniture, facilities, and materials for their intended purposes.

In most situations the ban is for one day, and if repeated one month to one year. When action is illegal, threatening, or violent the ban is for 12 months.

Staff will operate under the underlying philosophy of a forgiveness policy. For example, if a person who was previously disruptive is in the Library and exhibits appropriate behavior after the ban has expired, staff will not confront the individual. Nevertheless, visitors who return to the Library property while their ban is still in effect are subject to arrest for trespass.

Appeal

The library director will make final decisions about applying this policy. If a Henrietta resident believes the library director has not followed this policy, they may submit a written appeal to the library's Board of Trustees.