

DISCIPLINE POLICY

This discipline policy is to be used as a guideline. Siouxland Libraries reserves the right to use discretion in situations not clearly stated within this policy.

Library staff or their representatives have the right to enforce the Rules of Conduct using discipline procedures outlined below. Consequences range from a one-day suspension to a permanent ban from Siouxland Libraries. The length of suspension is dependent on the severity of the violation or history of abuse. Suspension from the library applies to all library branches.

Behavior not allowed on library property is defined in the Siouxland Libraries' Rules of Conduct.

Discipline Procedures

Minor Violations

Minor violations are non-violent, not related to illegal substances, and not harassing in nature.

Non-violent

- Failing to comply with a reasonable staff request
- Running, roughhousing, or throwing objects
- Disruptive noises (e.g., yelling, loud conversations, phone calls on speaker)
- Disruptive group activities (gatherings that disturb others)
- Sleeping, or appearing to be sleeping

Not related to illegal or controlled substances

- Inappropriate use of restrooms (e.g., loitering, misuse of facilities)
- Unauthorized use of wheeled devices (e.g., skateboards, scooters, bikes inside)
- Bringing in non-service animals (emotional support animals not permitted)

Not harassing in nature

- Inadequate clothing or poor hygiene that disturbs others
- Leaving unattended personal items in public areas
- Blocking aisles, exits, or entrances

Major Violations

Major violations are harmful, illegal, or harassing in nature.

Harm to self or others

- Fighting, physical assault, or violent behavior
- Possession or use of weapons (illegal use or possession)
- Self-harm or threats of self-harm

Illegal activity

- Alcohol or controlled substances (possession, use, distribution, or being under the influence)
- Tobacco or vapor product use inside or on library property
- Trespassing after being banned or asked to leave

Harassing, threatening, and indecent behavior

- Verbal, physical, or sexual harassment or threats
- Offensive touching, and obscene acts such as sex acts and indecent exposure
- Theft, vandalism, or intentional property damage
- Hate speech (slurs, discriminatory remarks, or intimidation)
- Selling, soliciting, or panhandling on library property

Response to Standards of Behavior Violations

Minor Violations

- First-time offense: Guest will receive one verbal warning.
- Second-time offense: Guest will be asked to leave the building and library property for 24 hours.
- Repeat offense (within 6 months): Guest will receive an immediate 2-week ban. Additional repeat offense will be for an extended period, which may be one month, six months, or one year, depending on severity and frequency.

Major Violations

- First-time offense: Guest will be asked to leave the building and library property immediately for a period of two weeks or longer.
- Police may be called if the situation involves illegal activity, violence, or safety threats.
- Repeat major violations (within 6 months): Guest will be suspended for an extended period, which may be one month, six months, one year, or a permanent ban, depending on severity and frequency.

Appeals Process

An appeal may be made to the Siouxland Libraries' Board of Trustees for a library suspension longer than two weeks.

1. An appeal to the Library Board must be in writing using the “Siouxland Libraries Ban Appeal Form” available on the library website. An appellant may request a printed form at any Siouxland Libraries location.
2. A decision will be made within ten (10) business days of receipt of the appeal. The appellant may attend at the Library Board’s Appeal Hearing, but attendance is not required.
3. The Board’s written decision will be sent to the appellant no later than five (5) days after the decision is made. The ban remains in effect until the appeals decision is made.

View the Siouxland Libraries [Ban Appeal Form](#).

Effective on January 16, 2026.

Approved by the Library Board of Trustees on January 14, 2026.