

The purpose of this policy is to inform Rapid City Public Library patrons of the standards of conduct and behavior that are expected and will be enforced on the library premises.

Library users are expected to conduct themselves in a manner that is safe and conducive to study and reading, and allows for sharing of the facility with other library users of all ages and interests. Patrons are also to abide by the library's [Internet Use](#) Policy.

Certain types of disruptive behavior can be potentially harmful or dangerous and will not be acceptable. Behavior that may result in the loss of Library services and/or criminal prosecution include:

- Improperly using any equipment or materials of Library property as defined in Rapid City Municipal Code [§ 9.04.030](#)
- Verbal, physical, or sexual harassment
- Possession or use of any item that could be considered a weapon as that term is defined in Rapid City Municipal Code [§ 9.28.030](#)
- Disturbing the peace, as defined in Rapid City Municipal Code [§ 9.08.040](#)
- Disorderly assemblies, as defined in Rapid City Municipal Code [§ 9.08.050](#)

The Rapid City Public Library reserves the right to suspend the Library services of any patron suspected of engaging in any of the above-enumerated activities, or other disruptive or unsafe conduct, for the length of suspension the Library deems appropriate, including the permanent loss of access. The following are recommended guidelines for suspension periods; the seriousness of the conduct may warrant immediate and/or lengthier loss of library services, as determined by the Library Director or designee. The Library Director or designee must approve any loss of library services for one week or more.

- 1st offense - Verbal warning that further violation will involve loss of library services; suspension from the library for the remainder of the day if warranted by severity or repetition of behavior after the warning
- 2nd offense - Loss of library services for one week
- 3rd offense - Loss of library services for one month
- 4th offense - Loss of library services for six months
- 5th offense - Loss of library services for one year

Any person suspended under this policy may appeal their suspension. In order to be addressed in an appropriate timeframe, suspensions of one week or less may be appealed to the Library Director; suspensions of one month or more may be appealed to the Library Board. In the case of a minor, the parent or legal guardian may file the appeal on their behalf.

The person requesting the appeal must complete the appeal form and return it by mail or e-mail to the library Business Office at least 10 days prior to the Board meeting. The Library Board will then consider the appeal at their next meeting; the Board will provide a written response to the appellant within three business days of the meeting. The Director or Library Board will withdraw or amend the suspension only

if the person appealing the suspension shows good cause for doing so. All decisions of the Director or Board are final.

The Rapid City Public Library staff will endeavor to maintain order in and around its facilities and property. The Staff will intervene in an appropriate manner when necessary to maintain or restore order and are encouraged to solicit the assistance of law enforcement personnel when needed.

Revised April 19, 2012
Revised, February 12, 2009
Revised April 26, 2004
RCPL Board of Trustees

Appeal of Library Suspension

This appeal must be filed within ten (10) days of the delivery of a suspension letter. When completed, it must be mailed or e-mailed to the library's Business Office at least ten (10) days prior to the next library Board meeting.

For suspensions of one week or less, the Library Director will hear your appeal. For suspensions of one month or more, the Library Board will hear your appeal at its next regular meeting. You will be notified of the time and place of the hearing

All the information below is required:

Name: _____

Address: _____

City, State, Zip: _____

Date of Suspension: _____ Length of Suspension: _____

Reason for requesting an appeal:

Submit form to: Business Office, Rapid City Public Library, 610 Quincy Street, Rapid City SD 57701, or busoffice@rcplib.org.



EQUAL OPPORTUNITY EMPLOYER