ELKHART PUBLIC LIBRARY
POLICY

Patron Suspension Review Policy

Adopted by the Library Board of Trustees:
September 15, 2026
Effective: October 10, 2026

A. PURPOSE

The Elkhart Public Library establishes this policy to provide a fair, consistent administrative process for reviewing qualifying patron suspensions. The purpose of Review is to ensure that suspension decisions are factually accurate, consistent with Library policy, and applied in accordance with the Patron Suspension Criteria.

B. DEFINITIONS

1. Review – An administrative review of a patron suspension to determine whether the original decision was correct based on Library policy and the available information.
2. Review Panel – The Executive Director or designee, the Senior Building Operations Manager, and the appropriate Department Manager.

C. POLICY

1. Patrons suspended for more than thirty (30) calendar days may submit a written Request for Review.
2. The Patron may request a review at any point during their suspension.
3. Suspensions remain in effect throughout the review process unless otherwise directed by the Executive Director.
4. The Review Panel shall consider the original record, the patron's written request, and any relevant new information submitted by the patron or obtained by the Library. The Panel may request clarification but is not required to conduct an independent investigation. The Panel is free to consider contriteness and evidence of improved behavior as part of their decision.
5. The Review Panel may affirm, modify, or reverse the suspension.
6. The Review Panel may modify the length of the suspension to a time period they find appropriate.
7. The Review Panel shall issue brief written findings supporting its decision within 10 business days.
8. The Review Panel's decision constitutes the Library's administrative determination.
9. The matter cannot be reviewed again until 90 days after the Library's determination.
10. The review process is intended to evaluate the suspension and is not a disciplinary process for staff. A modification or reversal of a suspension does not, by itself, indicate that the staff member who made or implemented the original decision acted improperly. Information arising from a review will not be used as the basis for employee discipline except where there is evidence of misconduct, gross negligence, or a knowing or reckless disregard of Library policy or procedure.

D. ADOPTION

1. Adopted by the Elkhart Public Library Board of Trustees: September 15, 2026
2. Supersedes: None