

Revocation of Library Privileges process:

Pursuant to Wis. Stat. §_43.52(2), the library board may exclude from the use of the public library all persons who willfully violate reasonable regulations the library board prescribes in order to render the library's use most beneficial to the greatest number of people.

The library privileges of any person may be revoked if that person does any of the following:

1. The person commits a crime while on library property.
2. The person violates the West Allis Public Library's Code of Conduct and refuses to immediately conform to that Code of Conduct after a warning.
3. The person violates the West Allis Public Library's Code of Conduct on 3 or more separate occasions.

The procedure for revoking a person's library privileges shall be as follows:

1. **Director's Order.** For any person who is subject to revocation under the terms above, the Director may:
 - a. Immediately order a person's library privileges revoked by email or in writing.
 - b. Immediately order a person's library privileges revoked orally, but the Director shall confirm that order with the person by email or in writing, if known, as soon as practicable. In the event the person is unhoused or jailed, or their address is unknown, an attempt will be made to hand deliver a letter.
2. **Basis for Order.** The Director shall base any revocation order on any of the following:
 - a. An Incident Report form(s) submitted to the Library Director by library staff documenting the nature of crime or the Code of Conduct violation(s).
 - b. Personal observation of the crime or Code of Conduct violation(s).
 - c. Any other source deemed reliable by the Director.
3. **Notification of Board.** If the Director orders a person's library privileges revoked, the Director will place the item on the agenda for the next regularly scheduled Library Board meeting with a copy of the order that was issued. If the Board wishes to review the Director's order, it shall schedule a quasi-judicial hearing on the order.
4. **Notice of Appeal Rights.** Any order revoking a person's library privileges shall inform the person that they have 30 days after receiving the letter to request an administrative review of the decision. If the person timely requests an administrative review, the Board shall schedule the matter for a quasi-judicial hearing
5. **Quasi-Judicial Hearing.** Any quasi-judicial hearing on a revocation order shall be conducted as follows:
 - a. The Director, or a designee, shall appear to first present evidence and provide testimony in support of the order.
 - b. The affected person may then present evidence and provide testimony in opposition of the order.
 - c. The Board shall consider the evidence and decide whether to affirm, amend, or annul the Director's order.

Reinstatement of Privileges.

A person whose library privileges are revoked may request reinstatement no sooner than 1 year after a final determination has been made by sending a reinstatement request to:

Library Director
West Allis Public Library
7421 W. National Ave.
West Allis, WI 53214

Upon receipt of the request, the Director will place the item on the agenda for the next regularly scheduled Library Board meeting. The Board will review the request and decide whether to reinstate the person's library privileges. The Library Board may require that the person -appear at a meeting to answer questions and/or submit documentation before reaching a decision.

Rev. March 27, 2024
Library Board Approval