

Category: Legal  
Policy Number: 5-3  
Policy Name: Trespass  
Revision: 2.0

**Purpose:**

To outline the Library's approach to handling situations in which a person's disregard for appropriate conduct requires action that may in some cases include the issuing of a trespass notice.

**Minor Violations**

1. When disregard for the Rules of Conduct occurs, or attempted theft or attempted vandalism, some or all of the following actions may be taken depending on the severity of the situation:
  - a) staff will inform the person of how the library's rules were violated and give a verbal warning,
  - b) staff may levy material cost recovery and associated charges,
  - c) staff may give a further verbal warning and threaten to expel the person from the library if misconduct does not cease,
  - d) the person may be expelled from the library for a period of time,
  - e) a written warning may be issued,
  - f) a letter may be issued to the person or mailed to an appropriate guardian,
  - g) a letter may be issued to the person, or mailed to an appropriate guardian, explaining that s/he is banned from the branch for a period of time,
  - h) in every case, staff will keep a record of the name of the person responsible for the misconduct.

**Major Violations**

2. When theft, violence, threat of violence, exhibitionism or other criminal activity occurs, the following actions may be taken:
  - a) police will be notified depending on the nature and severity of the violation,
  - b) staff will inform the person of how the library's rules were violated,
  - c) staff will issue a trespass notice and expel the person from the library for a period of time.

**Reinstatement of Library Privileges**

3. Any person who has been served a trespass notice may apply for reinstatement of library privileges. The application may be made in writing or in person.
4. The CEO shall consider all applications for reinstatement using the following criteria:
  - a) the circumstances surrounding the exclusion,
  - b) the past behaviour of the person making the application,
  - c) the person's reasons for seeking reinstatement, and
  - d) where applicable, whether the person has reimbursed the Library for all expenses incurred as a result of the person's actions.
5. The CEO may extend the exclusion period and refuse to reinstate the library privileges of a person

requesting reinstatement. A person who has applied for reinstatement shall be informed in writing of the CEO's decision and the reasons for the decision.

6. A person has the right to appeal, in writing to the Waterloo Public Library Board, a letter of exclusion and revocation or extension of the same.
7. The CEO may delegate any or all decision-making authority under this policy.
8. A person's  
A person's library privileges shall not be reinstated during the application for reinstatement or appeal process.

<b>Revision Level</b>	<b>Revision Date</b>	<b>Change</b>
1.0	June 26, 2003	Initial Release
2.0	July 27, 2015	Reviewed & Updated