



Board Policy

Prohibition Policy and Appeals Process

Prohibition Policy

The purpose of this policy is to support the Rules of Conduct. Vancouver Island Regional Library (VIRL) will impose penalties on any person who does not comply with the Vancouver Island Regional Library Rules of Conduct. Any person who contravenes the Rules of Conduct will be prohibited from entering VIRL for such period of time as determined by the Library Manager, Divisional Manager of Public Services and/or Director of Library Services.

The Circulation Supervisor, Acting Circulation Supervisor, Assistant Circulation Supervisor or staff member having the branch supervision responsibility premium will direct the person who is in contravention of the Rules of Conduct to leave VIRL. The Library Manager will be notified at the earliest opportunity and an incident form will be written.

The Library Manager has authority to prohibit the person from entering VIRL after consultation with the Divisional Manager of Public Services and/or Director of Library Services and will send a letter to the person to inform them of the reasons they are prohibited from entering VIRL and the time period within which this prohibition is to apply. A copy of the letter will be forwarded to the Circulation Supervisor, Divisional Manager of Public Services, Director of Library Services, Executive Director and local police detachment, if appropriate.

Appeal Process for Customers Prohibited from Entering VIRL

A person has a right to request a hearing to dispute a prohibition from entering a Vancouver Island Regional Library branch. An appeal must be in writing and filed within 14 days of the date of the letter of notification. When an appeal is received by VIRL, it is reviewed by the Divisional Manager of Public Services and/or Director of Library Services and a hearing will be scheduled. Hearings may be conducted over the telephone or in person as determined by the Divisional Manager of Public Services and/or Director of Library Services.

After the hearing, the Divisional Manager of Public Services and/or Director of Library Services will prepare a written report with recommendations. The report is then reviewed by the Executive Director who can affirm, amend, or reverse the decision made with respect to the prohibition.

If the Executive Director concurs with the Divisional Manager of Public Services' and/or Director of Library Services' recommendations, the Executive Director signs the written report and the final order will be communicated in writing to the parties.

Policy Approved: October 2007
Revisions Approved: November 2014

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The person may appeal the final order to the Board. Requests must be in writing, addressed to the Chair of the Board and submitted within 14 days from the date of the final order.

The Board Committee will be comprised of the Chair, Vice-Chair, the past Chair and the Executive Director. The Board Committee can recommend that the final order be affirmed, amended or reversed. The final decision of the Board Committee will be communicated to all parties.