



Board Policy

Prohibition Policy and Appeals Process

Prohibition Policy

The purpose of this policy is to support the Vancouver Island Regional Library (VIRL) Rules of Conduct. VIRL can impose penalties on any person who does not comply with the Rules of Conduct, including being prohibited from entering all VIRL service locations for such period of time as determined by the Library Manager, Assistant Director and/or Director of Library Services & Planning (Leadership).

The site supervisor will direct the person who is in contravention of the Rules of Conduct to leave the premises. The Library Manager will be notified at the earliest opportunity and an occurrence report will be written.

The Library Manager has authority to prohibit a person for a set time period after consultation and approval from a Leadership member to issue a prohibition letter.

The Library Manager or designate will deliver the letter to the person notifying of their prohibition to enter VIRL location(s), with the reasons and time period for the prohibition. A copy of the letter will be forwarded to the Circulation Supervisor, Leadership, Divisional Manager of Health and Safety, Deputy Executive Director & Chief Operating Officer (COO), Executive Director, and if appropriate the local police detachment.

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 Leadership and a hearing scheduled. Hearings may be conducted over the telephone or in person as determined by Leadership.

After the hearing, Leadership will prepare a written report with recommendations. The report will then be reviewed by the Deputy Executive Director & COO and/or the Executive Director who can affirm, amend, or reverse the decision made with respect to the prohibition.

If the Deputy Executive Director & COO and/or the Executive Director concur with the recommendations, the Executive Director will sign the written report and the final order will be communicated in writing to the parties.

The person may appeal the final order to the Board. Requests must be in writing, addressed to the Executive Director 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.

Adoption History

ADOPTED BY:	DATE:
VIRL Board of Trustees	June 1, 2019
VIRL Board of Trustees	November 2014
VIRL Board of Trustees	October 2007
DATE OF NEXT REVIEW: 2024	REVIEW CYCLE: 5 years